



Job Opportunity at IMMA (Irish Museum of Modern Art)

Fulltime Permanent Contract of Employment

Development Manager

BACKGROUND

The mission of IMMA is to connect audiences and art and to provide a space where contemporary life and contemporary art connect, challenge and inspire.

Since its opening in 1991 IMMA has rapidly established itself as a significant and dynamic presence in the Irish and international arts arena. It is highly regarded by its peers throughout the world for the range and relevance of its exhibitions, for its innovative use of its growing collection, for its award-winning Engagement and Learning programmes and for its visitor-centred ethos and facilities.

The IMMA Programme goes beyond the gallery space to harness the full potential of IMMA's home in the buildings and extensive 48-acre grounds of the Royal Hospital Kilmainham (RHK), Dublin, with a calendar of live performance, summer festivals, food and gardening that invites the audience into a direct interaction with creativity, and provides a space for debate, inspiration and participation.

THE ROLE

Purpose

This new role offers candidates the opportunity to join a forward-looking organisation and ambitious Development Department. The Development Manager will play an integral part in enabling IMMA to set new standards in a leading cultural institution that occupies a unique space in Ireland's public life. It is an exciting time to join IMMA as it embarks on a 3-year fundraising campaign to mark its 30th birthday. The successful candidate will be an experienced manager and dynamic fundraiser who will work across all areas of development. The postholder will manage a small team with the objective of initiating new relationships and increasing revenue generation from a variety of sources.

DUTIES AND RESPONSIBILITIES

Key Duties and Responsibilities:

Reporting to the Head of Department the key responsibilities are set out below

1. Fundraising

- Manage the Development Department under the supervision of the Head of Audiences and Development, drive income generation across the Department and diversify funding streams to support the growth of IMMA and its programmes.
- Responsible for overseeing the strategic growth of IMMA's Membership & Patron's Programme and support the development of IMMA's Corporate Sponsorship portfolio.
- Contribute to the generation and timely submission of compelling funding proposals to foundations and other grant making bodies.
- Responsible for achieving an agreed annual fundraising target generated through fundraising activities including sponsorship, individual giving, donations, and grants.

- Contribute to the cultivation and stewardship IMMA's donor portfolio to foster mutually rewarding partnerships and put appropriate systems in place to manage this effectively.
 - Ensure accurate financial records are maintained, produce regular financial reports for the department and forecast against target.
 - Responsible for the day-to-day management of the department's budget.
 - Lead the growth of the team's pipeline, ensuring there is continuous research, identification, cultivation and solicitation of relevant prospects to achieve IMMA's development targets.
 - Effectively manage the timely administrative functions associated with the role including detailed and on-time reporting, servicing of relationships, pitch documents, applications, and event management.
 - Analyse and report on cost/benefit of all development activities and work with the Head of Audiences and Development to define the Development team's business plan.
 - Work with the Head of Audiences and Development to prepare high level funding proposals and develop IMMA's major gift strategy.
 - Work with the Head of Audiences & Development to grow international philanthropy and maximise opportunities for the American Friends of the Arts in Ireland (AFAI).
 - Support the Head of Audiences & Development with the organisation of any international fundraising events and initiatives.
 - Complete other fundraising duties as required.
- **Management**
 - Manage all aspects of the day-to-day running of IMMA's small but busy Development team.
 - Responsible for overseeing the team's delivery of its fundraising objectives and the implementation of the fundraising strategy.
 - Support the professional development and growth of the team.
 - Proactively identify areas for improvement and provide practical suggestions and support to implement improvements.
- **Represent IMMA**
 - Act as a brand ambassador for IMMA with private patrons, corporate supporters, funders, and other stakeholders.
 - Represent IMMA and act as an advocate at all stakeholder/ development events as required.
 - Represent IMMA at CNCI Committee meetings and other development briefings, conferences and workshops as required.
- **Cross Functional**
 - Liaise with colleagues across the museum and external suppliers to support the delivery of IMMA's fundraising events.
 - Work closely with the Audiences team to maximise the visibility of IMMA's giving programmes.
 - Participate in cross functional working groups as required.

PERSON SPECIFICATION

Skills and Experience Required

- Relevant 3rd level qualification and a minimum 4 years fundraising experience
- A proven track record of growing fundraised income from multiple sources with an innovative approach to involving and engaging new supporters
- Experience managing a small team and supporting staff development

- Exceptional communication skills – written and verbal, with the ability to write compelling copy, articulate clearly and succinctly, and give confident and engaging presentations
- Exceptional interpersonal, influencing and networking skills with the ability to build a rapport with a wide range of stakeholders
- Experience delivering fundraising events and realising creative sponsorship activations
- Highly organised with the ability to manage multiple projects at the same time and work to tight timelines
- Creative thinker with the ability to develop practical solutions to overcome challenges
- Results orientated with good financial acumen
- Excellent IT skills (Microsoft Office). Experience using Wordpress and Hubspot would be an advantage
- Knowledge of the cultural environment in Ireland and the ability to communicate passionately about IMMA's programmes and the potential they hold for supporters

TERMS AND CONDITIONS

Duration: This is a fulltime Permanent Contract of Employment.

Annual Leave: Annual leave will be 29 working days pro rata per year. This leave is based on a five-day working week and is exclusive of public holidays.

Higher Executive Officer Grade (PPC) Scale Point

Higher Executive Officer Std Scale ppc scale as at 01st October 2021

€50,345.00, €51,816.00, €53,284.00, €54,752.00, €55,226.00, €57,694.00,
€59,164.00, €61,286.00, €63,275.00

Candidates should note the Irish Museum of Modern Art complies with Department of Public Expenditure and Reform and guidelines on Public Sector pay and conditions of employment and **entry level will be at Point 1 of this Grade.**

Outside working hours: The successful candidate must be flexible and available to work occasional early mornings, evenings and weekends (as required).

How to apply: Applicants should submit **one attachment** containing a cover letter and Curriculum Vitae by email, outlining how they meet the required criteria to

human.resources@imma.ie

Closing date for receipt of applications: Monday, 31st January 2022.

Note: Candidates that score above the benchmark in the interview but are not the successful candidate will be placed on a panel for 6 months and if the same role becomes available they may be contacted.

IMMA is an equal opportunities employer.