

## Job Opportunity at IMMA

### Development Manager (Fulltime, Specific Purpose Contract of Employment covering Maternity Leave)

#### Role Purpose:

This 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 realising its new five-year strategy. 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.

#### Primary Objectives/Key Responsibilities:

##### 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 Collectors Circle and individual giving 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, membership, donations, and grants.
- Contribute to the cultivation and stewardship of 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 optimise sustainable growth in line with IMMA's five-year strategy.
- 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).
- Responsible for championing the continued implementation of One Page CRM.
- 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 targets and objectives.
- 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.
- Any other duties, and any change to duties as assigned by the Head of Audiences and Development and /or the Director.

## **Person Specification**

### **The successful candidate will have:**

- 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 CRM systems (One Page CRM) 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**

**Salary:** Higher Executive Officer Scale (ppc) scale as at 01<sup>st</sup> January 2024  
55,996; €57,633; €59,267; €60,900; €62,539; €64,170; €65,806; LS1 €68,167; LS2 €70,522

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 pension provisions. Entry level will be at Point 1 of this Grade.

**Contract Duration:** Six month full time specific purpose term contract.

**Closing date for receipt of applications: by 5pm on Wednesday, 01<sup>st</sup> May 2024.**

**Interview dates:** May 2024

**Commencement Date:** May/June 2024

**IMMA is an equal opportunities employer.**