



Job Opportunity at IMMA

Open Competition for the role of

Funding Executive Specific Purpose Full Time Contract of Employment

About IMMA

The Irish Museum of Modern Art, based in what was the Royal Hospital Kilmainham, an extraordinary 17th century building, set upon a hilltop of 48 acres overlooking the river Liffey, is a witness to at least a millennium of change. All of which feeds into our contemporary thinking and commitment to celebrate this remarkable site. At IMMA we have begun to create a space unique with contemporary culture. This is a space where local and global connect, a space where contemporary art and contemporary life meet, challenge and inspire one another.

Role Overview

To work across IMMA's development activities, as part of a team driving income generation to enhance and grow IMMA's programmes. To work with the Development Team to implement the department's fundraising strategy and with specific ownership and responsibility for achieving an annual fundraising target.

Key Responsibilities

1. Fundraising

- Responsible for the stewardship and growth of IMMA's Corporate Supporter portfolio, financial and in-kind, with a primary focus on fundraising against the needs of the museum's Strategic Plan 2024-2028.
- Responsible for the management, delivery, and growth of the IMMA MEMBERS programme, delivering against set KPIs.
- Responsible for achieving an agreed annual fundraising target, producing regular progress reports and forecasts against target.
- Build strong long-term relationships in both the cultural and commercial sectors for the benefit of the museum and its goals.

- Lead out on the generation and timely submission of compelling funding proposals to prospective supporters as required.
- In consultation with the Development Manager, contribute to the cultivation and stewardship of IMMA's individual donor programmes – for both our national and international chapters.
- Proactively contribute to the growth of the team's pipeline, engaging in research, identification, cultivation and solicitation of relevant prospects to reach your development target.
- Complete timely administrative functions associated with the role including regular updating of CRM.
- Proactively identify areas for improvement and provide practical suggestions and support to implement improvements.
- Support the Development Team with the organisation of any fundraising events and initiatives.
- Complete other fundraising duties as required.

2. Representing IMMA

- Act as a brand ambassador for IMMA with private patrons, members, corporate supporters, funders, and other stakeholders.
- Represent IMMA and act as an advocate at all stakeholder/ development events as required.
- Represent IMMA at industry conferences and workshops as required.

3. Cross Functional

- Prioritise internal relationship building across the museum to enhance knowledge sharing and streamline processes, particularly to support the delivery of fundraising events, proposals and collateral.
- Work closely with the Audiences team to maximise the visibility of IMMA's giving programmes.
- Participate in cross functional working groups as required.

What We Are Looking For

The successful candidate will have:

- Relevant 3rd level qualification and a minimum of 12 months experience in professional fundraising.
- Experience of preparing successful funding proposals and the ability to write compelling copy, articulate clearly and succinctly, and give confident and engaging presentations
- Experience managing an extensive and varied portfolio of stakeholders.
- Excellent relationship-building and communications skills, both written and verbal.
- Attention to detail and the ability to communicate passionately about IMMA's programmes and the potential they hold for our supporters.
- Confident networker who can act as an ambassador for IMMA and develop contacts in support of the organisation.
- Experience working in a target driven environment.
- Ambitious and competent at delivering in a fast paced environment.
- Excellent team player, flexible and adaptable.
- Experience planning and delivering high quality events.
- Proficiency with Presentation and design software including MS PowerPoint.
- Experience utilising CRM software to manage, prospect and track KPI's, for example One-Page CRM.
- Experience using Wordpress and iRaiser would be an advantage.

Why Work with IMMA?

At IMMA, we are proud to offer:

- Opportunity to get involved in IMMA's 2024-2028 Strategy, development of key themes in response to current global cultural concerns which will shape our programming over the next five years.
- Progressive, hybrid working model.
- The opportunity to work in a beautiful serene historic 17th Century Building surrounded by 48 acres of Meadows and Gardens – an oasis in Dublin City.
- Free Parking / Secure Bike Sheds.
- Career development opportunities through mentoring, coaching, and training.
- Government Pension Scheme
- Employee Wellbeing Committee.
- Employee Assistance Programme.
- Generous Public Sector leave benefits.
- Strong values-based and inclusive culture.
- Strong commitment to diversity, equity, and inclusion.
- Great team environment working to our Core Tenets: Contemporary, Inclusion, Innovation, Collaboration and Globally Connected.
- Valuable experience at a leading cultural institution.
- Opportunities to attend special museum events and exhibitions.
- Networking opportunities with professionals in the museum and cultural sectors.

Salary

The salary for this role is in line with public sector pay scales, starting at **€37,919**, Point 1 of the Grade Executive Officer Standard (PPC) scale, as of 1st August 2025.

The Full Time Salary Scale: €37,919; €37,919; €39,860; €40,956; €43,094; €45,010; €46,864; €48,711; €50,519; €52,366; €54,207; €56,160; €57,469; LSI 1 €59,335; LSI 2 €61,216

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.

Contract Details

- **Contract Type:** Specific Purpose
- **Hours:** Monday to Friday, 35 hours per week, net of breaks
- **Location:** IMMA, Military Road, The Royal Hospital Kilmainham, Kilmainham, Dublin 8

How to Apply

To apply for this exciting opportunity, please submit the following:

1. A tailored cover letter explaining your suitability for the role.
2. A current curriculum vitae.

Applications should be submitted via

<https://imma.bamboohr.com/careers/66?source=aWQ9MTU%3D>

Closing date for receipt of applications: 26 November 2025

Interview dates: 09 December 2025

Commencement Date: December 2025

For further assistance or reasonable accommodations during the application process, please email tetiana.shchukina@imma.ie.

Join Our Team

IMMA is an equal-opportunity employer, deeply committed to promoting equality, diversity, and inclusion. We actively encourage applications from individuals of all backgrounds and experiences. We value the richness that a diverse team brings to our work, enhancing both staff and visitor experiences.



Deis Fostaíochta ag IMMA (Áras Nua-Ealaíne na hÉireann)

Comórtas Oscailte don ról

Feidhmeannach Maoiniúcháin Cuspóir Sonrach Lánaimseartha Conradh Fostaíochta

Eolas faoi IMMA

Tá Áras Nua-Ealaíne na hÉireann, atá lonnaithe in Ospidéal Ríoga Chill Mhaighneann mar a bhí, ina fhoirgneamh iontach ón 17^ú haois, agus é suite ar bharr cnoic de 48 n-acra le radharc uaidh amach ar an Life, agus é ina fhinné ar mhílaois ar a laghad d'athruithe. Leis sin go léir, cuirtear lenár smaointeoireacht chomhaimseartha agus lenár dtiomantas chun an suíomh iontach seo a cheiliúradh. Ag IMMA tá tús curtha againn le spás uathúil a chruthú ina bhfuil cultúr comhaimseartha. Is spás é seo ina dtagann nithe áitiúla agus domhanda le chéile, spás ina mbuaileann ealaín chomhaimseartha agus an saol comhaimseartha le chéile, ina dtugann siad dúshlán dá chéile agus ina spreagann siad a chéile.

Achoimre ar an Ról

Oibriú ar fud ghníomhaíochtaí forbartha IMMA, mar chuid d'fhoireann a thiomáineann giniúint ioncaim chun cláir IMMA a fheabhsú agus a fhás. Oibriú leis an bhFoireann Forbartha chun straitéis tiomsaithe airgid na Roinne a chur i bhfeidhm agus lena mbeidh úinéireacht agus freagracht ar leith agat as sprioc bhliantúil tiomsaithe airgid a bhaint amach.

Príomhfhreagrachtaí

Tiomsú Airgid

- Freagrach as bainistiú agus fás phunann Tacáíochta Corparáideach IMMA, airgeadais agus cineálacha eile, le príomhfhócas ar thiomsú airgid de réir riachtanais Phlean Straitéiseach na músaeim 2024–2028.
- Freagrach as bainistiú, seachadadh agus fás chlár IMMA MEMBERS, ag seachadadh i gcoinne KPlanna socraithe.
- Freagrach as sprioc bhliantúil tiomsaithe airgid a bhaint amach, agus tuarascálacha rialta dul chun cinn agus réamhaisnéisí a chur isteach i gcoinne na spriocanna sin.

- Caidrimh láidre fadtéarmacha a thógáil sa dá earnáil chultúrtha agus thráchtála ar mhaithe leis an músaem agus a chuspóirí.
- Ceannaireacht a dhéanamh ar ghiniúint agus ar chur isteach tráthúil ar thograí maoinithe cumasacha chuig lucht tacaíochta ionchasacha de réir mar is gá.
- I gcomhairle leis an mBainisteoir Forbartha, cur leis an gcothú agus an bainistiú ar chlár deontóirí aonair IMMA – don dá chuid náisiúnta agus idirnáisiúnta.
- Cur go gníomhach le fás phíblíne na foirne, ag gabháil do thaighde, aithint, cothú agus lorg tacaíochta ó dhaoine ábhartha chun do sprioc forbartha a bhaint amach.
- Feidhmeanna riaracháin a bhaineann leis an ról a chomhlíonadh go tráthúil, lena n-áirítear nuashonrú rialta ar CRM.
- Ceantair le haghaidh feabhsúcháin a aithint go proifisiúnta agus moltaí praiticiúla agus tacaíocht a sholáthar chun feabhsuithe a chur i bhfeidhm.
- Tacú leis an bhFoireann Forbartha le heagrú aon imeachtaí agus tionscnaimh tiomsaithe airgid.
- Aon dualgais eile tiomsaithe airgid a chur i gcrích de réir mar is gá.

Ionadaíocht a dhéanamh do IMMA

- Gníomhú mar ambasadóir branda do IMMA le pátrúin phríobháideacha, baill, lucht tacaíochta corparáideacha, maoinitheoirí agus páirtithe leasmhara eile.
- Ionadaíocht a dhéanamh ar IMMA agus gníomhú mar abhcóide ag gach imeacht páirtithe leasmhara/forbartha de réir mar is gá.
- Ionadaíocht a dhéanamh ar IMMA ag comhdhálacha tionscail agus ceardlanna de réir mar is gá.

Ilréimsiúil

- Tosaíocht a thabhairt don chaidreamh inmheánach ar fud na músaem chun comhroinnt eolais a fheabhsú agus próisis a shimpliú, go háirithe chun tacú le seachadadh imeachtaí tiomsaithe airgid, tograí agus ábhair.
- Obair i dlúthchomhar leis an bhfoireann Lucht Féachana chun infheictheacht chlár deonacha IMMA a uasmhéadú.
- Páirt a ghlacadh i ngrúpaí oibre trasfheidhmeacha de réir mar is gá.

Na Nithe Atá Uainn

Beidh na nithe a leanas ag an iarrthóir rathúil:

- Cáilíocht ábhartha tríú leibhéal agus taithí íosta 12 mhí i dtiomsú airgid gairmiúil.
- Taithí ar thograí maoinithe rathúla a ullmhú agus an cumas cóip dhaingean a scríobh, smaointe a chur in iúl go soiléir agus go gearr, agus cur i láthair muiníneacha agus tarraingteacha a thabhairt.
- Taithí ar bhainistiú punainne leathan agus éagsúil de pháirtithe leasmhara.
- Scileanna den scoth i dtógáil caidrimh agus cumarsáide, i scríbhinn agus ó bhéal.
- Aird ar mhionsonraí agus an cumas cumarsáid a dhéanamh go paiseanta faoi chlár IMMA agus an poitéinseal atá iontu dár lucht tacaíochta.
- Líonraí muiníneacha atá in ann gníomhú mar ambasadóir ar son IMMA agus teagmhálacha a fhorbairt chun tacú leis an eagraíocht.
- Taithí ar obair i dtimpeallacht ina bhfuil spriocanna le baint amach.
- Uaillmhianach agus inniúil ar sheachadadh i dtimpeallacht ghasta.
- Comhoibriú foirne den scoth, solúbtha agus inoiriúnaithe.
- Taithí ar imeachtaí ar ardchaighdeán a phleanáil agus a sheachadadh.
- Scileanna cumais i mbogearraí cur i láthair agus dearaidh, lena n-áirítear MS PowerPoint.
- Taithí ar úsáid bogearraí CRM chun bainistiú, ionchas agus rianú KPlanna, mar shampla One-Page CRM.
- Bheadh buntáiste ag baint le taithí ar úsáid Wordpress agus iRaiser.

Cad Chuige a nOibreofá Le IMMA?

Ag IMMA, táimid bródúil as na nithe seo a leanas a chur ar fáil:

- An deis a bheith páirteach i Straitéis IMMA 2024-2028, ina bhforbrófar príomhthéamaí mar fhreagairt ar cheisteanna cultúrtha domhanda reatha lena n-imreofar tionchar ar ár gcláreagrú sna cúig bliana atá amach romhainn.
- Mionsamhail oibríoch fhorásach hibrideach.
- An deis dul i mbun oibre i bhFoirgneamh suaimhneach álainn stairiúil a théann siar go dtí an 17ú haois agus a bhfuil 48 n-acra de Chluainte agus de Ghairdíní mórthimpeall air – é ina thearmann dúlra i gCathair Bhaile Átha Cliath.
- Páirceáil Saor in Aisce / Botháin Rothar atá Slán Sábháilte
- Cuirfear deiseanna forbartha gairmréime ar fáil trí mheantóireacht, trí chóitseáil, agus trí oiliúint.
- Scéim Pinsin an Rialtais
- Coiste um Fholláine Fostaithe.
- Clár Cúnaimh i gcomhair Fostaithe
- Sochair saoire fiala na hEarnála Poiblí.
- Cultúr láidir bunaithe ar luachanna atá ionchuimsitheach.
- Eagraíocht atá an-tugtha d'éagsúlacht, do chothromas agus d'ionchuimsitheacht.
- Timpeallacht foirne den scoth ina mbíonn gach duine ag obair de réir na mBunphrionsabal dár gcuid: Eagraíocht atá Comhaimseartha, Ionchuimsitheach, Nuálach, Comhoibríoch agus Nasctha go Domhanda.
- An deis taithí luachmhar a fháil in institiúid chultúrtha atá ina ceannródaí domhanda.
- Deiseanna freastal ar imeachtaí agus ar thaispeántais speisialta músaeim.
- Deiseanna chun líonrú le gairmithe sna hearnálacha músaeim agus cultúrtha.

Tuarastal

Tá an tuarastal don ról seo ar aon dul le scálaí pá na hearnála poiblí, ag tosú ag **€37,919**, Pointe 1 den Ghrád, scála an Chaighdeáin Oifige Feidhmiúcháin (Ranníocaíocht Pinsin Phearsanta), ón 1 Lúnasa 2025.

An Scála Tuarastail Lánaimseartha: €37,919; €37,919; €39,860; €40,956; €43,094; €45,010; €46,864; €48,711; €50,519; €52,366; €54,207; €56,160; €57,469; LSI 1 €59,335; LSI 2 €61,216

Ba cheart d'iarrthóirí a thabhairt faoi deara go gcomhlíonann Áras Nua-Ealaíne na hÉireann treoirínte maidir le pá agus coinníollacha fostaíochta agus beidh an leibhéal iontrála ag Pointe 1 den Ghrád sin.

Sonraí Conartha

- **Cineál Conartha:** Cuspóir Sonrach
 - **Uaireanta Oibre:** Luan go hAoine, 35 uair sa tseachtain, glan ar shosanna
 - **Suíomh:** IMMA, Bóthar Míleata, Ospidéal Ríoga Chill Mhaighneann, Cill Mhaighneann, Baile Átha Cliath 8
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Conas iarratas a Dhéanamh

Chun iarratas a dhéanamh don deis spreagúil seo, cuir na nithe seo a leanas isteach:

1. Litir chumhdaigh shaincheaptha ag míniú d'oiriúnacht don ról.
2. Curriculum vitae reatha.

Ba cheart iarratais a chur isteach trí <https://imma.bamboohr.com/careers/66?source=aWQ9MTU%3D>

Is é an spriocdháta chun iarratais a fháil: 26 Samhain 2025

Dátaí agallaimh: 09 Nollaig 2025

Dáta Tosaigh: Nollaig 2025

Chun tuilleadh cúnamh nó socruithe réasúnta a fháil le linn an phróisis iarratais, seol ríomhphost chuig tetiana.shchukina@imma.ie.

Bígí lenár bhFoireann

Is fostóir comhdheiseanna é IMMA, atá tiomanta go mór do chomhionannas, éagsúlacht agus cuimsiú a chur chun cinn. Spreagaimid go gníomhach iarratais ó dhaoine aonair as gach cúlra agus gach cineál taithí. Is mór againn an saibhreas a thugann foireann éagsúil dár gcuid oibre, rud a chuireann le taithí na foirne agus na gcuairteoirí araon.

