

IMMA

ROLE PROFILE

FUNDING
EXECUTIVE

ROLE PROFILE	
Job Title:	Funding Executive
Reports To:	Development Manager
Location:	IMMA, Royal Hospital Kilmainham, Dublin 8
Salary	The role is offered on a specific purpose contract to meet the needs of IMMA's Strategic Plan: A Creative Catalyst for Change 2024-2028. The Salary is in accordance with the 1st point of the PPC as 1st August 2025. Normal statutory deductions will apply. Pension scheme contributions will also be deducted where applicable. The salary for this role is in line with public sector pay scales, starting at €37,919, Point 1 of the Grade <u>Executive Officer Standard</u> (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.

Role Purpose	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 Deliverables	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.
Other responsibilities	• Keep development and corporate industry knowledge up to date. • Actively participate in and seek out learning and training opportunities and apply learning to carry out the role effectively. • Be open and accepting of necessary change, learning and innovation, • Work proactively and efficiently, changing behavioural style or method of approach when necessary to achieve a goal. • Maintain a professional and friendly environment with all members of the public and colleagues. • Take leadership, direction, and training from management and ensure that you fully understand the company policies and operations procedures. • Ensuring adherence to HR requirements and procedures. • Ensure that you are familiar with all computer systems. • Communicate with your Manager on any issues that relate to the museum and ensure that the name of IMMA is not brought into disrepute. • Be highly motivated to succeed and driven at all times. • Complete all necessary tasks and fulfil all commitments made to your team, colleagues and manager on time and without supervision.

	- Managing one's time and resources to ensure that work is completed by correctly prioritising information and tasks. - Be a positive ambassador of IMMA and promote IMMA at all times. Health & Safety - Take reasonable care to protect your own safety, health and welfare and that of any other person who may be affected by your acts or omissions while at work. - Co-operate with your employer and any other person as necessary to assist that person in complying with safety and health legislation as appropriate. - Correctly use any article or substance and protective clothing and equipment provided for use at work for your own protection (taking account of the training and instructions given by the employer). - Report to your employer or immediate supervisor, without unreasonable delay, any defect in equipment, place of work or systems of work or in any article or substance likely to endanger them or another person. - Not intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or item provided for securing the safety, health or welfare of persons in the workplace. - To attend training on health and safety as required and to be willing to undergo assessments on such training. - Not be under the influence of alcohol or drugs or a combination of alcohol and drugs to the extent that they are likely to endanger their own safety, health and welfare at work or that of any other person. - Not engage in improper conduct or other behaviour such as violence, bullying or horseplay, which could endanger another person at work or your own safety, health and welfare.
Skills and Experience Required	- 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 past 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 ultising CRM software to manage, prospect and track KPI's, for example One-Page CRM. • Experience using Wordpress and iRaiser would be an advantage.
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This role profile is a guide to broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. The role profile may be reviewed in the light of new structures and / or the changing needs of the Museum. All employees are required to be compliant with IMMA's screening, security and Garda vetting procedures.

Signed: _____

Print Name _____

Employee

Date: _____

Signed: _____

Print Name: _____

Manager

Date: _____