

# Irish Architecture Foundation

## Job Description

Job Title: Development Manager (Maternity Cover).  
Contract: 11 months/fixed term.  
Status: Full-Time 37.5 hrs /flexible.  
IAF Level: L3-L4, commensurate with experience.  
Salary: €38,000 - €45,000, commensurate with experience.  
Posting Date: 23 September.  
Deadline: 5pm, 12 October 2021.

## Organisational Background

Established in 2005, the Irish architecture Foundation (IAF) is an independent organisation dedicated to the promotion of architecture as culture. We encourage people to engage with their built environment, to inspire new ways of thinking about architecture.

We have an established network and track record in delivering major projects, primarily aimed at developing audiences for architecture in Ireland, while also raising the profile of Irish architecture abroad. Our programme of exhibitions, talks, film screenings, symposia, competitions, publications, school and community workshops, is intended to generate dialogue as well as critically engage a diverse public.

In 2021 thus far, we have managed to raise significant sponsorship from the Corporate Sector for Open House Dublin and high-level corporate friends via the IAF Friends Programme. We need to maintain, steward and grow this base. This role is central to the development of the IAF and there is potential to attract greater support for our organisation through a strategic fundraising plan that connects to programmatic and institutional marketing.

## Core Competencies

IAF is seeking to recruit a dynamic, experienced, and highly motivated professional to fulfill the full-time role of **Development Manager (Maternity Cover)**.

The successful candidate will play a significant role in the continued development and delivery of the IAF's development and fundraising initiatives, building on the IAF's successes to-date. They will also contribute to year-round programmatic and institutional marketing activity in line with the on-going strategic development of the organisation.

The key focus of this role is revenue generation - through bespoke engagement initiatives (Friends' and Corporate Circle Programme etc.), excellent relationship management (Corporate Sponsorship and Partnerships) and targeted audience development (marketing campaign delivery).

The IAF has ambitious plans to grow over the next three years and central to our plan is an increase in self-generated resources. We envisage a period of intense and sustained capacity building in the next year in which the Development Manager will play a pivotal role.

In 2021, the IAF was successfully selected as one of 5 cultural organisations to participate in the Arts Council of Ireland's 2-year RAISE *Accelerate* programme. Therefore the successful candidate will be the primary liaison between the IAF and the RAISE programme, attending workshops and submitting regular reports.

The ideal candidate for this position will have demonstrable knowledge and experience of the key aspects of fundraising, sponsorship, corporate relationships and marketing; knowledge of, and interest in, architecture, art, design, and they will have a solid understanding of the arts, culture and not-for-profit sector within this context.

Based at the IAF's HQ on 15 Bachelors Walk, Dublin 1, with hybrid working and flexible hours negotiable, the contract is offered on a fixed term basis, with a three-month probation period. Flexibility on occasional evenings and weekends as required.

**Reporting to:** Executive Director

**Key Internal Relationships:** General Manager  
Communications Officer  
Programming Team  
Board Chairperson  
Board's Strategic Development Committee.

**Key External Relationships:** Arts Council/OKC Consultants/RAISE  
Corporate Sponsors  
Partners  
Friends  
PR Consultants  
Media Partners  
Suppliers (Web and Graphic Designers, etc.).

This job description provides an outline of the key day-to-day duties and responsibilities of the role, including relationship management, sponsorship research, fundraising and development planning, cultivation and activation, institutional and programmatic marketing, and event coordination.

## **Primary Responsibilities**

### *Development and Fundraising*

- Establish an effective support structure to deliver on the fundraising strategy
- Implement and update the Development Plan to deliver key objectives of the IAF's Strategic Plan.
- Increase income generation and diversify funding streams to support the IAF's artistic ambitions across an exciting portfolio of programmes, including the core programme, schools, family, special events, outreach, cultural partnerships and year-round activities.
- Manage and expand the existing Friends' Programme (all levels), and increase income through targeting new friends and bespoke cultivation events.

- Research and cultivate relevant corporate prospects for corporate sponsorships and partnerships, building a pipeline and delivering high quality collateral and proposals.
- Effectively service external relationships to foster positive and mutually rewarding partnerships with corporate partners, sponsors, and philanthropic supporters.
- Assist the Director with preparation of annual and project funding grant applications and proposals, including research, data collation, and reports.
- Achieve the agreed annual fundraising target generated through fundraising activities.
- Be the primary liaison and lead in the IAF's participation in the RAISE *accelerate* programme, ensuring full engagement and reporting.
- Develop and manage the range of budget-relieving Gift in Kind partnerships to support activities (e.g. Hotel, hospitality partners etc.)
- Efficiently manage the administrative functions associated with the role including detailed and on-time reporting (quarterly Board and regular Development Strategic Committee reporting); servicing of relationships, pitch documents and applications.
- Support the work of the Director and undertake any other tasks as may be deemed reasonable and appropriate.

## **Secondary Responsibilities**

### *Brand and Marketing*

- Assist and support the Director and team in developing and implementing the IAF's strategy, utilising a range of disciplines including direct marketing, advertising, promotions, etc., and digital marketing.
- Liaise with the Communications Officer.
- Manage the cultural brand and image of the IAF, ensuring alignment and consistency across all departments.
- Support the design and delivery of the IAF's assets, on time and within budget, in particular contributing to the coordination of the IAF's programme, liaising with content providers.
- Ensure that accurate and timely information is provided as appropriate, campaigns are coordinated, and an excellent user service experience is delivered on a consistent basis.
- Support the delivery of audience reach across the full range of the IAF activities.
- Work with the IAF's PR consultants to support their activities to maximise opportunities for the IAF to develop its relationships with the media.
- Assist in maximising the profile and patronage of the IAF as a leading cultural institute in Ireland.
- Ensure that analysis and measurement of all activities are undertaken and reported on, as required for detailed reporting year-round.

## **Requirements**

### *Essential training, experience and qualifications*

- Minimum 3 years experience working in a development, fundraising, corporate relationships or sales role and have a proven track record of managing and/or contributing to development, fundraising and marketing campaigns in an arts and culture environment.

- Proven commercial and fundraising achievement.
- Have knowledge and expertise in all key marketing channels and be aware of trends and developments in both above and below-the-line marketing.
- Relevant third-level qualification in a business/marketing discipline or similar.

*Knowledge, skills and abilities*

- Have the flair and creativity to devise effective fundraising and marketing strategies.
- Strong research skills, presentation skills, and excellent writing skills with a keen attention to detail. Be highly organised, able to work in a busy work environment, and an effective communicator.
- Literate with all basic computer packages (essential) and design packages (desirable), and proficient across social media platforms.
- Have excellent time and project management skills, be motivated, energetic and results driven.
- Strong relationship skills, a positive attitude and exemplary team skills.
- Combine vision with the ability to make things happen, and can work on their own initiative.

**To Apply For The Role:**

Please email a letter of application (max. 2 pages), outlining relevant skills, experience, your interest in the IAF, and enclose your CV to [director@architecturefoundation.ie](mailto:director@architecturefoundation.ie) with 'Development Manager' in the subject line, **by 5pm, Tuesday 12<sup>th</sup> October 2021.**

Only shortlisted candidates will be contacted, with interviews expected to take place W/C 18th October. The IAF are an equal opportunity employer.