



The Ark is seeking a Development and Events Manager to support, contribute to and enhance its fund raising activity and results. The successful candidate will have a sales driven attitude, with a talent for initiating and delivering events, and the ability to effectively communicate the work of The Ark to donors, sponsors and funding partners.

The role presents an opportunity for someone who has gained credible and solid initial experience in fund raising (or sales) to apply and develop further that experience in the cultural sector.

ABOUT THE ARK

The Ark in Temple Bar, Ireland's only custom-built Children's Cultural Centre, programmes, commissions and hosts imaginative, playful and innovative cultural work which is about children, for children and by children so that they can extend their imaginations and horizons. The Ark is a charitable organisation, founded on the principle that all children, as citizens, have the same cultural entitlements as adults. We seek to produce the highest standards of arts practice for children aged 2-12 [school & public engagement] through performances, exhibitions and workshops working with a diverse range of Irish and international artists across a variety of art forms. Our work evolves through partnership, collaboration, touring and professional development opportunities and supports for teachers and artists [see www.ark.ie].

KEY DUTIES AND RESPONSIBILITIES

- Contribute to and drive the implementation of the fundraising strategy and campaigns in consultation with the General Manager and Director.
- Build relationships with past, current, and future supporters.
- Support the cultivation of new donors, sponsors, members and other funders.
- Manage and update the donor and prospect database.
- Coordinate Development Committee meetings and actions and support the work of the Development Committee.
- Provide coordination, planning, implementation and facilitation of special events.
- Prepare materials and information for grant proposals and other funding applications.
- Manage all elements of the memberships working closely with the Box Office Manager and Visitor services Coordinator who support this area.

PERSONAL ATTRIBUTES

- Excited by promoting the valuable role of The Ark in the lives of children.
- Ambitious individual who has the capacity to take on opportunities and develop them.
- A natural ability to pitch and present development ideas.
- Learns quickly and is a resource for ideas and problem solving (in relation to events and engaging prospects).
- Someone who can communicate with confidence and tact, as well as being a self-starter.
- Organised with the ability to manage projects and stay on top of the details.
- Calm in face of setbacks, possesses integrity and demonstrates discretion.

- Collaborative, someone who can build productive relationships with colleagues and external partners.
- A person who works well within a small team.

KNOWLEDGE /SKILLS

- Proficient in relevant areas of IT, including word, excel and database systems.
- Practical knowledge of the local and national fundraising scene, the arts or relevant sector.
- Qualification in fundraising, sales, marketing or business useful but not essential.

EXPERIENCE

- 3 years' experience in event management, communications, sales or fundraising position.
- Evidence of working to targets as well as delivering results in a fundraising context.
- Experience of taking on the aims of a strategy and turning them into reality.
- Experience of contributing to or assisting in development of strategic plans is an advantage.
- Experience of making pitches both in person and through well crafted written communications.
- Experience of building and using networks.

TERMS AND CONDITIONS

The Development & Events Manager will report to the General Manager and will also support the work of the Director and Board [Development Committee] in relation to fundraising. The role is based at The Ark's venue in Dublin (11a Eustace St, Temple Bar). This role may involve the post holder working beyond the standard working hours to attend and support events. Garda (police) vetting is a requirement of the appointment process. Please enquire for details of the salary being offered.

HOW TO APPLY FOR THE POSITION

Please send a cover letter and CV by **email** to John Deely at recruit@pinpoint.ie by **5pm on September 10th 2015**.

Interviews for shortlisted candidates will take place on September 30th 2015. Candidates will be informed if they have been selected for interview by September 22nd 2015.

It is essential that the covering letter addresses the following in a reasonably concise way: -

1. Why you are attracted to working in the area and for the Ark?
2. How you feel that your experience is relevant to the key aspects of this role?

CV and Covering Letter Guidelines

- Ideally, a CV of no more than 3 pages highlighting your relevant experience for this role.
- Present your experience in reverse chronological order.
- A covering letter of no more than 2 pages.
- Where a specific role has involved working to specific targets or goals, can you highlight that for the relevant roles on the CV.
- Indicate the names and positions of 2 referees relevant to your application. Reference contact details are not necessary at this point.

Notes:

- *This job description describes the principal purpose and main elements of the job. It is a guide to nature and key responsibilities of the job, but it is not intended as a wholly comprehensive or final description.*
- *Applications can be made by post or email, with email being the preferred option. An application form sent by post should be posted in sufficient time to ensure delivery by this deadline. Allegations of loss or delay will not be considered unless supported by a Certificate of Posting.*
- *In the event that a large number of candidates will meet minimum eligibility requirements for the role, the Ark may decide to invite a smaller number to interview. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates who are, prima facie, better qualified and/or have more relevant experience.*
- ***The onus is on short listed applicants to make themselves available*** on the date(s) specified or advised by the ARK and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the contact details specified in their covering letter or CV.
- *The Ark is an Equal Opportunities Employer and is committed to the legislation governing the equality of opportunity.*
- *To all recruitment agencies: Agency CVs or applications will not be accepted in relation to this role. The Ark is not responsible for any fees related to unsolicited applications.*