



OVERVIEW

Founded in 1995, the Ark is a dedicated cultural centre for children born of a deeply-held belief in children's right to art and culture as equal citizens within our society. That radical vision was informed by the principle that all children have the right to artistic and cultural participation just as they have a right to play. Our mission is to create opportunities for children to love and discover art as a fundamental part of their childhood, no matter what their background or gender. Based in our architecturally award-winning home in the heart of Dublin's Temple Bar, we commission, produce and present work for, by and about children, from the ages of two to twelve years old. On an annual basis, up to 30,000 children and adults attend programmes at The Ark which include professional development training for teachers and artists.

The Ark is now seeking a Development and Advocacy Manager to deliver our fundraising and advocacy strategy in line with the commitments of The Ark Strategy: 2017-2020. This is an exciting opportunity for someone who demonstrates an affinity for the values of The Ark, a talent for initiating and delivering campaigns and the ability to persuasively communicate the work of The Ark to prospects, donors, sponsors and partners. The Ark is seeking a candidate who has at least 3 years' experience in advocacy or fundraising and excellent written communication skills. This role provides the right candidate with an opportunity to build on their previous experience in fundraising, campaign management or advocacy, and develop these skills further within the cultural sector for children.

The Ark is primarily funded by the Arts Council and the Department of Education and Skills as well as Dublin City Council. Fund raising and advocacy efforts have enhanced that core funding. In 2018, The Ark became a partner in two European Cultural Projects, The Big Bang and PUSH+. In 2018 The Ark is also the recipient of awards from The Department of Children and Youth Affairs, The Department of Justice Community Integration Fund, The Community Foundation, UNESCO and Science Foundation Ireland. The Ark Access for Schools programme is funded through corporate support and The Ark Opportunities Fund is supported by individual donors.

KEY JOB PURPOSE

To manage and deliver the fundraising strategy for The Ark proactively identifying new sources of potential funding and working on the retention and renewal of existing funding.

KEY DUTIES AND RESPONSIBILITIES:

- Drive the implementation of The Ark fundraising strategy and advocacy campaigns.
- Identify and develop new revenue streams for The Ark.
- Support The Director in relationship building, stakeholder management and presentations.
- Steward and nurture relationships with current and future supporters.
- Lead the cultivation of new donors, sponsors, members and other funders.
- Manage all elements of the memberships, including promotion and sales strategies for box office staff, working closely with the Visitor Services Coordinator to manage and report on annual membership targets.

- Manage and update the donor database and all communications with donors (The Ark Opportunities Fund) including event invites, biannual newsletters and renewal notices.
- Manage and deliver one major advocacy and fundraising event per year.
- Research and write grant proposals and other funding applications.
- Manage stakeholder and donor special events.
- Work closely with colleagues to identify opportunities to connect fundraising and advocacy activity to the artistic programme.
- Represent The Ark at local, national and international level at networking events, conferences, external meetings and public functions as appropriate to identify, cultivate and recruit new connections, fundraising and investment opportunities.
- Report regularly to The Ark team and board.

PERSON SPECIFICATION:

Knowledge and Experience:

- At least 3 years' experience in advocacy, fundraising or another relevant area.
- Demonstrable record of crafting written communications to a high standard for a corporate audience or stakeholder group.
- Experience of initiating and delivering work plans and working to targets.
- Practised at making pitches both in person and in written communications.
- Evidence of building and using networks to develop partnerships.
- Up to date knowledge of good governance in relation to fundraising and the charity sector.
- An understanding of the power and potential of advocacy.

Skills:

- Excellent written and verbal communication skills
- Ability to think strategically and translate into effective campaign and event plans.
- Ability to advocate, persuade and pitch and present development ideas.
- Ability to initiate projects alone, to be a self-starter.
- Highly proficient IT skills especially in the area of maintaining databases and tracking activity.

Personal Attributes:

- An affinity to the mission, vision and values of The Ark and passion for our work.
- A self-starter who works well within a small team.
- Organised with the ability to manage multiple projects and stay on top of the details.
- Resilient in face of setbacks, possesses integrity and demonstrates discretion.
- A confident communicator in formal and informal settings.

TERMS

Salary

€38,000 per annum

Contract

The role is based at The Ark's venue in Dublin. This is a 2-year fixed term appointment with a 6-month probationary period. Employees must also participate in an annual performance review. Garda (police) vetting is a requirement of the appointment process.

Benefits

After six months The Ark provides employees access to the company pensions scheme with a 5% contribution of annual salary from the employer. Employees must contribute a further 3% to avail of employer contributions. Contributions are made through payroll.

Holidays

There is a holiday entitlement of 20 days per annum, in addition to public holidays. There are also 5 company holidays allocated on Good Friday and over the Christmas period.

Working Hours

This is currently a full-time role [35 hours week excluding lunch] with shifts primarily Monday to Friday, with the occasional weekend and evening work required. However for the right candidate, we are open to discussing how we could make this role more flexible for you – e.g. the possibility of reduced hours, job share, remote working, or flexible start and finish times. In such an arrangement, the salary would be adjusted pro-rata. Please outline in your covering letter what you would be looking for in terms of flexible working.

Time off in lieu will be given for any authorised overtime as per company policy - see staff handbook.

HOW TO APPLY

Interested candidates are invited to apply by completing / providing the following items: -

1. A CV highlighting your relevant experience for this role.
2. A covering letter outlining your experience and reason for applying for the role.

Please send your application by email only to Al Russell, General Manager, al@ark.ie. **The closing date for applications is Monday 10 June 2019 at 12pm.** Late applications will not be accepted.

The Ark is an equal opportunities employer. Please note that all successful candidates will be required to provide proof of identity and complete our Garda vetting process.

Interview Dates and Selection methods

- Initial short-listing of candidates will be on the basis of the information contained in their CV and covering letter.
- Candidates who are short-listed will be invited to attend for interview to be held on 20/21 June at The Ark, 11a Eustace Street, Temple Bar, Dublin 2.
- In line with our data protection policy, we will only use the information that you provide for the purposes of this recruitment process. On completion of the process, your information will be securely retained for a maximum of 6 months before being erased.