

Development Management Support – Overview of Needs

Background:

Philanthropy Ireland (PI) is an independent member organisation providing voice and support to donors, private and institutional. Our mission is to strengthen the social sector by advancing knowledge, understanding and practice of philanthropy.

We do this by engaging in three core pillars of activity:

1. *Promotion of Philanthropy*

We deepen understanding and engagement among key audiences and stakeholders

2. *Policy on Philanthropy*

We proactively support the development of an enabling environment for philanthropy

3. *Practice of Philanthropy*

We build capability through knowledge sharing, information exchange, peer support

Following a strong period of consolidation, the organisation is now poised to move forward, building on achievements and creating opportunities for growth and development. Guided by their '*Philanthropy Supporting Society: Philanthropy Ireland Strategic Intent 2019-2021*' the organisation has ambition for the development of a vibrant philanthropic sector, development that needs to be resourced.

With this strongly held ambition and a belief that the timing for development is now, the organisation is investing in additional resources to realise their aims and objectives. The support now needed is for the development and implementation of a sustainability plan for PI.

PI is open to considering engaging this support on contract based in the offices of PI or through direct employment part-time in the organisation. Either option will operate within an agreed timeframe of support, not exceeding 12 months in the first instance.

Overall Purpose of the Role/Service Support

Against the framework of the PI Strategic Plan 2019-2021, identify and activate strategic sources of income in support of organisation sustainability.

Key Responsibilities

Working with and alongside our small but highly committed team of staff, and our dedicated Board of Directors, the person will undertake to:

- Define and develop the service mix of PI in context of income generation opportunities
- Research and identify pipelines of support against services, such pipelines likely to include trusts and foundations, donors/patrons/private giving, partnership working, service provision, social enterprise, earned income, other
- Develop proposals for engagement with agreed target pipelines of support
- Support the capacity development of PI team on presentations/pitches process
- Lead, with support of PI team, on preparation of funding applications
- Undertake presentations on behalf of PI as agreed with CEO
- Secure funding for the delivery of PI programme of activity
- Contribute to development of a 3-5year business continuity plan

Key Words: Business Development/Marketing/Operations/Capacity Building

This is a unique opportunity for the right person to contribute to our organisation at an exciting and important time for the development of philanthropy in Ireland. While time bounded for phase one, there may be potential for further development and engagement with the right candidate. Note, the role may involve some travel from time to time.

Candidate Specifications

Skills and Experiences

- Proven experience of progressing & implementing development plans through several income streams with a track record of delivering results
- Demonstrable experience of development of cases for support
- Experience of delivering cases for support and the processes therein
- Experience of the process of developing and nurturing relationships
- Strong networking, with exceptional relationship building and diplomacy skills
- Track record of partnership building
- Demonstrated ability to analyse material and summarise, distil and synthesise quickly – both verbally and in writing
- Highly developed written and verbal communication skills
- Skilled in the arts of negotiation and persuasion.
- Experience within a marketing, sales or business development role, preferably within the not for profit sector

- Experience or nuanced understanding of working with representative/influencing organisations as opposed to service provider organisation
- Coaching and motivational skills to support a team in maximising development potential
- Direct or indirect experience and understanding of the not for profit sector in Ireland.

Personal Characteristics

- Fully understands and respects the importance of stakeholder relationships & confidentiality
- Committed to excellence and highest standards of integrity
- Dynamic and creative person who can work autonomously but also within a small team
- Positive, 'can do' attitude, solutions focused, results driven
- Adaptable and flexible in outlook
- An 'influencer' and a 'finisher' - prepared to drive projects from start to finish.

Interested?

Remuneration will be competitive for the right person. If this challenge piques your interest, you believe you have what we are looking for and you believe you are the person for us, we would be delighted to hear from you.

Contract Proposal:

We would like you to submit via email:

- A resume outlining your skills and experiences
- Examples of previous and current projects (top line details only)
- Estimated costs for provision of in-house support 3 days per week
- Confirmation of tax clearance
- An indication of earliest start date.

Employment Proposal:

We would like you to submit via email:

- A cover letter outlining reason for interest and basis of belief in suitability
- CV
- Salary expectation based on this being a part-time role 3 days per week
- An indication of earliest start date.

Closing Date for Submissions: 19th March @ 5p.m. *Interviews will take place 26th/27th March.*

Submission Point: eilis@philanthropy.ie please state 'Development Management' in the subject line.

Please direct any queries to eilis@philanthropy.ie