



Development Manager

Job Description

Overview:

The Lir Academy at Trinity College Dublin, which opened its doors in September 2011 following a very high profile launch, is seeking to appoint its first Development Manager. This exciting opening presents a unique opportunity for the first holder of the position to contribute to the growth of Ireland's new National Academy of Dramatic Art at a crucial stage in its early development.

The Lir was developed by a partnership of the Cathal Ryan Trust and Trinity College Dublin. It is formally associated with the world-renowned Royal Academy of Dramatic Art (RADA) in London. The training we offer is closely linked to the ever-changing needs and directions of the theatre industry and the allied professions of film, television, radio and new media. The Lir is housed in an exciting new building at Grand Canal Dock, designed specifically for a range of courses in acting, design, directing, lighting design, stage management, technical theatre and playwriting. It features a flexible black box studio with a seating capacity of more than 200, as well as 2 further performance studios, a dance studio, technical workshop, and a range of flexible teaching spaces to suit the training of The Lir's young practitioners.

The Lir trains young actors, designers, directors, playwrights, stage managers and theatre technicians to the highest international standards for careers in the theatre and allied professions. Our current focus is to build on the remarkable success of our first graduates to achieve newly identified strategic priorities. The appointment of a Development Manager is central to the realisation of these priorities.

The Lir's over-arching ambition is to become one of the leading drama academies in the world. It aims to ensure that its resources, facilities and equipment are sufficient to achieving this ambition. It is a priority that training to the highest possible standards will be available to the most talented students irrespective of their financial or personal circumstances. Communicating these ambitions to potential benefactors, funders, patrons and other stakeholders is crucial to the achievement of our overall strategic objectives

The Development Manager will be a crucial member of a small team that includes a full-time Director, Administrator, Marketing Manager, Venue Manager and Admissions Officer, and a half-time Global Relations Officer and a half-time Foundation and Short Courses Director. The Director of Technical Training supervises a technical team that includes a full-time Head of Stage Management and Construction Manager and Technical Stage Manager. The courses at The Lir are taught by a team of part-time teachers, many of whom have direct connections to professional theatre, TV and film.

Post Summary:

The primary role of the Development Manager is to work with the Director and a newly appointed Development Board to devise and deliver appropriate structures, strategies and targets to achieve The Lir's strategy priorities. The Development Manager will work to agreed development and fund-raising targets and clearly identified KPIs. The Development Manager will work to expand The Lir's current donor base and corporate sponsorship and will lead on grant-writing, fund-raising events and other development initiatives.

Principal Duties and Responsibilities:

Primary Role:

Structures and Strategies:

- Work with the Director and Development Board to devise an ambitious development strategy for The Lir
- Lead on the design and delivery of appropriate structures to deliver this strategy
- Lead on the design and delivery of benevolent giving schemes including a major gifts initiative and a planned Friends of The Lir programme
- Identify and develop appropriate opportunities for corporate partnerships

Fund-raising and Corporate Sponsorship

- Work with the Director and Development Board to set and agree annual development targets
- Take responsibility for achieving these targets
- Work with the Director to agree annual targets for the Friends of The Lir programme and lead on the development of promotional campaigns to ensure that these targets are met
- Work with the Director to identify appropriate corporate sponsorship opportunities
- Lead on the delivery of corporate sponsorship partnerships
- Manage relationships with Corporate Sponsors
- Work with TCD's Trinity Foundation, where relevant, to achieve overall fund-raising objectives

Grants and awards:

- Research and identify trusts and foundations to support the work of The Lir
- Devise and implement an appropriate grant-writing strategy against agreed targets
- Identify and pursue additional sources of funding and awards for The Lir and its various activities
- Assist the Director in managing relationships with grant-giving bodies, foreign embassies and other cultural bodies
- Lead on the writing of all grant applications and reporting to these bodies

Events and receptions:

- Work with the Director and Development Board to conceive creative, innovative and appropriate fund-raising events
- Lead on the planning and delivery of these events and other development-related receptions or public facing activities organised by The Lir
- Work with the Venue Manager to support events and receptions taking place at The Lir to maximise income from the use of The Lir as a venue for corporate and industry events and promotions

Support Role:

- Provide administrative support to the Development Board and Director in all fundraising and sponsorship efforts
- Represent The Lir at a local, national and international level when required

Other

- Develop and maintain appropriate donor and stakeholder databases
- Liaise with relevant offices in Trinity College, including the Trinity Foundation, and other relevant institutions (e.g. RADA)
- Other duties as required by the Director

Person Specification:

Qualifications, Knowledge & Experience

- Ideally have completed a Fund-Raising, Business, Administration, Marketing or related qualification
- Significant fundraising experience is essential
- A track record in fundraising and income generation, particularly in the cultural, voluntary or educational sectors, would be a significant advantage
- Knowledge of the performing arts, specifically theatre, would be an advantage

- Knowledge of the third level sector, particularly in Ireland, would be an advantage
- Event management experience would be an advantage
- Excellent working knowledge of MS Office suite including Word, Excel and PowerPoint
- Excellent administrative and business support skills with proven ability to multi-task
- Strong ability to organise and work effectively under time pressures and on own initiative
- Have the ability to forward plan and anticipate problems before they arise
- Strong written & verbal communication
- Display strong attention to detail and concern for accuracy
- Ability to work both independently and as part of a small team

Competencies

- Oral communication: convincing and confident when speaking to others; comes across as welcoming and approachable in manner
- Written communication: an ability to communicate effectively in writing. Documents are clear, concise and error-free.
- Good organisational skills.
- Interpersonal skills: ability to interface effectively with various stakeholders; fosters good working relationships.
- Conscientious: is accurate in their work and pays attention to detail.
- Deadline oriented: can handle multiple tasks simultaneously and meet deadlines
- Resourceful: can work on own initiative; knows where to find information/help and can problem solve
- Flexibility: can operate flexibly within a busy work environment
- Team worker: can operate effectively as part of a team
- Analytical skills: can identify a problem and propose a solution
- Motivated: displays a 'can-do' attitude; is committed to The Lir and wishes to contribute to its development

Salary:

Salary range: €45,000 - €55,000 commensurate with experience

Bonus payments: A potential bonus payment against agreed targets may be negotiated in addition to the base salary.

Terms and Conditions of Employment

The position is initially offered as a three-year fixed term contract renewable on an annual basis following an annual review against agreed key performance indicators and performance metrics. The contract includes an initial six month probationary period.

The position is based primarily in The Lir Academy on Pearse Street in Dublin.

The Development Manager reports to the Director. The Development Manager will work closely with the Development Board.

General working hours are Monday-Friday, 9am- 5pm. The Development Manager may be required to work outside these hours when required particularly on performances and events taking place outside of normal working hours.

Application Details:

All applications will be handled in the strictest of confidence by The Lir's Administrator, Anne Fitzpatrick.

Interested candidates should submit a letter of application and a full CV to anne.fitzpatrick@thelir.ie

Application timeline:

Closing date for receipt of applications: 5pm Thursday, January 29th 2015
Interviews: In Dublin on February 5th 2015
Preferred starting date: March 16th 2015

Selection methods:

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 expected to attend for interview in Dublin on February 5th 2015.

Applicants called to interview will be asked to prepare a presentation outlining their approach to the role proposing ideas for generating short term donations as well as longer term development schemes. The presentation should also include an assessment of the level of monies that could be raised within the three year contract timeframe and a work plan for the first 6-9 months.

The interview panel will comprise the Director Loughlin Deegan, Chair Dermot McCrum, Development Board Chair Dana Cuffe and others to be confirmed. The interview panel may be subject to change at short notice.

Second round interviews are not anticipated, however, The Lir may deem it necessary to invite preferred candidates to a second round interview.

Further information: anne.fitzpatrick@thelir.ie