

- Job Title:** Development and Events Executive
- Reporting to:** Head of Development
- Role type:** Permanent Full Time based on 37 hours net per week
- Annual leave:** 29 Days annual leave per annum
- Salary Scale:** Based on point 1 of the Grade IV assistant staff officer pay scale

Will involve a mix of on-site/in office working, attendance at some events as necessary and the ability to WFH

Salary Scale GIV

(1)€32,333, (2)€34,347,(3) €36,196,(4) €37,816,(5) €39,380,(6) €41,493,(7) €43,021,
(8)€44,574,(9) €46,001,(10) €47,436

Application: Please email cover letter and CV to careers@riam.ie, closing date for receipt of your application is **4pm Friday 24th June 2022**.

ROLE DESCRIPTION:

Reporting to the Head of Development, the key responsibilities of this role include contributing to the marketing and development landscape at the Royal Irish Academy of Music by:

- Working with the Head of Development to achieve annual fundraising targets.
- Working with the Marketing Manager to grow audiences and awareness of RIAM live events (RIAM Opera, RIAM Philharmonia, ChamberFest, Competitions etc)

Trusts and foundations

- Researching and writing proposals for foundations, smaller EU and public grant opportunities.

CRM

- Ensuring that agreed benefits with corporate partners, foundations and individual donors are fulfilled, recorded and tracked.
- Managing and growing the Friends of RIAM, creating events and special experiences to enhance their relationship with the Academy.
- Developing the new RIAM Members programme.
- Administering the roll out of the “Inspiring Futures” seat campaign
- Working to find new “Inspiring Futures” donors and to manage relationships with existing supporters.

Communications

- Maintaining the development sections of the RIAM and RIAM Foundation websites to ensure that they are current, relevant and effective.
- Writing copy, designing content and laying out newsletters and e-newsletter campaigns.
- Contributing to communications and marketing campaigns that increase the profile and impact of the RIAM.

Event Marketing

- Maintaining the RIAM Live, News and Box Office sections of the RIAM website to ensure that event listings are up to date.
- Design, schedule and manage promotional campaigns via traditional marketing channels, digital newsletters and RIAM social media channels to reach ticket sales targets
- Design and distribute digital and print event programmes.
- Update and maintain national event listings.
- Liaising with external contractors including designers, AV suppliers, photographers where required.

TRAINING, EXPERIENCE AND QUALIFICATIONS:

The ideal candidate will

- Be a graduate with experience in communications and/or fundraising and a proven track record of managing/contributing to fundraising, marketing or communications campaigns in a music/arts environment.
- Have proven commercial and/or fundraising achievements.
- Have proven experience creating content and managing social media accounts for a business or organisation

PERSON SPECIFICATION:

Skills and Competencies

The Development Executive should be able to demonstrate that they possess the necessary acumen required for this exciting position which includes the following skills and experience:

Essential skills and competencies:

- An articulate, persuasive communicator – both written and verbal.
- Ability to design, manage, deliver and evaluate projects from inception to completion, in collaboration with the Head of Development.
- A proven relationship-builder – a “people person” with an ability to work within a small team.
- Commitment to promoting and developing RIAM’s mission and strategy objectives.
- Demonstrated experience of producing written material to a high standard with appropriate attention to detail.
- An ability to work proactively and on own initiative.
- The ability to work to deadlines and to manage multiple projects at the one time.
- Digital fluency and a strong understanding of communications platforms including social media.
- Previous experience of online Box Office systems would be an advantage.