

Job Title:	Head of Development RIAM.
Reporting to:	Director.
Role type:	Permanent Full Time based on 35 hours net per week or option for part time 28 hour week (annualised salary pro rata) will also be considered.
Annual leave:	29 Days annual leave per annum (including RIAM closure days).
Salary Scale:	Appointment will be made on point 1 of APO (Assistant Principal Officer) Pay Scale, which is €80,896pa. Remuneration may be adjusted from time to time in line with Government pay policy.
Pension:	Employer pension scheme with minimum employee pension contribution set at 5% of gross salary and employer contribution at 10% of gross salary.
Location:	RIAM, 36 – 38 Westland Row, Dublin 2.

The nature of this role will involve on-site/office work and the flexibility for remote work in line with the [RIAM Policy](#).

This role requires a degree of out of hours work and event attendance.

## **ROLE DESCRIPTION:**

Reporting directly to the Director, the Head of Development is responsible for fundraising activities relating to scholarships, musical projects, and RIAM's strategic priorities requiring philanthropic support.

He/she will be responsible for a portfolio of donors and prospects, major gifts, gift planning, annual giving, communications and donor relations at all stages from cultivation to stewardship for top prospects and donors.

The Head of Development will work directly with academic leadership of RIAM to secure financial support for the strategic priorities of the institution. He/she will be responsible for managing our development/marketing executive.

### **The Opportunities and challenges**

At RIAM, we are in the midst of an exciting journey and we invite you to join us so that we can create a better world together through the power of music and music education. Our students inspire and sustain us, as their unceasing quest to be artists at every level remains unabated.

The Head of Development in a comparatively small yet nationally significant organisation will have the autonomy to shape their work and manage their team to help us fulfil our ambition to make a difference every day.

Over the last 10 years, RIAM has developed a core group of supporters who have given significant levels to the capital campaign. In addition, we have annual corporate and individual donors who support our initiatives. Now that the capital campaign is closed, there is a strong base of support that can be maintained and built upon.

The challenge is in building and developing this strong base of support in an increasingly competitive fundraising environment, and identifying new supporters to support our scholarships, performance projects and access and inclusion initiatives, particularly in the music and disability area.

### **RIAM fundraising**

In seeking a Head of Development, we seek the leadership figure for the team. Working closely with the Director, who is deeply committed to fundraising, the Head of Development will manage a fundraising and marketing executive, and will work very closely with the marketing manager.

RIAM has a 501C3 foundation, which serves our US donors, and has also been a recipient of the Ireland Funds. RIAM is a registered charity (CHY 1794)

### **ROLE RESPONSIBILITIES:**

- Strategic planning in conjunction with the Director to develop and implement priority projects for RIAM
- Identify, cultivate, and secure donations from individuals, corporations and foundations in support of RIAM and campaign priorities in Ireland, the UK and USA.
- Meet annual fundraising targets.
- Develop and prepare marketing and communication materials, proposals, and other materials
- Plan and host campus visits and virtual events for donors or potential donors or their representatives
- Utilise technology to record contact activities, update donor information, record strategic moves management steps and gift documentation as appropriate
- Build working relationships with internal constituents to enhance information exchange Across RIAM
- Oversee financial records management, budgetary planning and monitoring and coordination of the income raised from donations
- Other duties as deemed appropriate by the Director

### **EXPERIENCE, QUALIFICATIONS AND KNOWLEDGE:**

The ideal candidate will demonstrate the appropriate mix of knowledge, experience, skills, talent and abilities as outlined below:

- Hold a third level qualification in a relevant discipline and/or professional qualification and minimum of five years senior management experience (Essential)
- Experience of working in music, music education, the arts or higher education is advantageous
- Experience in the private sector with proven engagement is welcome
- Experience in the broader charitable sector and/or business development is welcome
- Demonstrate a minimum of five year experience and success in fundraising and/or business development (Essential)

- Evidence of strong customer service and of interacting with diverse stakeholders, e.g. senior management, academic staff, individuals and corporate donors, alumni, students, etc. (Essential)
- Experience in maintaining accounts and financial records (Desirable)
- Experience of working with US donors and engagement with the Ireland Funds (Desirable)
- Proven experience in representing an organisation at a senior and wider community level (Desirable)
- Experience of working as a member of a team, providing leadership, support, and assistance where needed (Desirable)

### Knowledge

- Excellent working knowledge of Microsoft Office 365, including Word, Excel and PowerPoint with excellent presentation skills
- General understanding of the structure of RIAM, Music Education, Higher Education, or the Arts in general (Essential)
- Experience in the use of databases and/or Customer Relationship Management (CRM) systems (Desirable)

## PERSON SPECIFICATION:

### Skills and Competencies

- Excellent oral, written and interpersonal communication skills with ability to engage at senior management, board level and senior level stakeholders
- High levels of attention to detail and accuracy, including data entry, and ability to meet deadlines
- Proven ability to create realistic plans and track record in achieving objectives, targets and deadlines, effectively managing workload and prioritising own work
- Strong organisational, planning and multi-tasking skills and ability to meet targets and deadlines
- Available to work occasional unsocial hours as required
- An aptitude for problem solving and multi-tasking and be able to demonstrate a genuine commitment to providing high standards in customer service
- An entrepreneurial and innovative attitude to work
- Positive 'can do' attitude and collaborative working style

### Personal Qualities

- Assertive and confident
- Politically sensitive, with diplomacy and cross-cultural sensitivity
- A strategic thinker with proven capability in successful fundraising
- Strong analytical, planning and budgeting skills with a focus on return on investment
- Flexibility: demonstrable experience of structuring workload and comfortably manage the multiple dimensions of the role

## **APPLICATION**

Please email cover letter and CV to [ruthmeehan@riam.ie](mailto:ruthmeehan@riam.ie), closing date for receipt of your application is 5pm Wednesday 5<sup>th</sup> April 2023. (Late applications will not be accepted).

It is anticipated that interviews for this post will take place in week beginning 24<sup>th</sup> April or 2<sup>nd</sup> May 2023.

### **Contact information**

For further information and [candidate brief](#), please contact Ruth Meehan ([ruthmeehan@riam.ie](mailto:ruthmeehan@riam.ie))