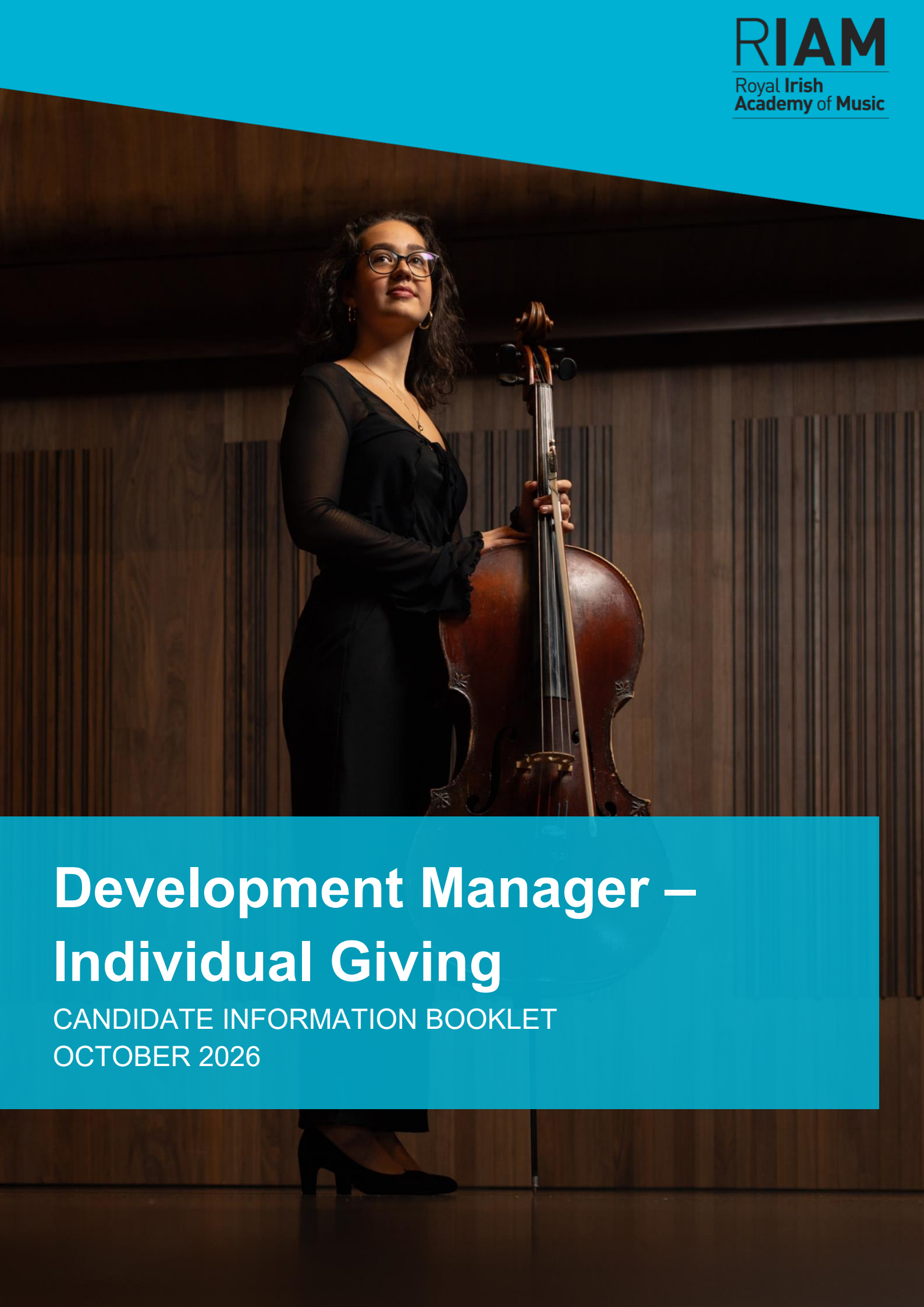




Development Manager – Individual Giving

CANDIDATE INFORMATION BOOKLET
OCTOBER 2026

About the Royal Irish Academy of Music

The Royal Irish Academy of Music (RIAM) is Ireland's oldest conservatoire of music, rooted in a strong heritage while looking outward to the future of music education and performance. Based in Dublin and ranked 12th in the QS World University Rankings for Music 2026, we are a vibrant learning community of young children, school pupils, undergraduates, postgraduates, adult learners and practising professionals, all united by a belief that music matters. RIAM is an associate college of Trinity College Dublin.

Our purpose is simple and ambitious. We nurture emerging artists because music matters. We believe it enriches individual lives and shapes culture. Across the Academy, staff and students work together in an environment that values authentic listening, authentic artistry, high performance, humility and care. We aim to be a place of flourishing, where people can grow as artists, educators, colleagues and leaders.

RIAM is a classical conservatoire with a distinctive, innovative character. Our undergraduate and postgraduate programmes attract talented musicians from Ireland and internationally. Our strategy, RIAM 180: The Ascension Strategy 2026–2030, sets out our ambition to be a National Conservatoire of Global Consequence.

Alongside our degree programmes, RIAM has a rich ecosystem of lifelong learning. The Junior Academy supports the next generation of performers, from Early Years classes without audition to intensive one-to-one study for committed young musicians. Our Adult Division offers both beginner pathways and advanced opportunities for enthusiasts and experienced performers.

RIAM Exams extend the Academy's reach into studios, schools and homes across Ireland and beyond. Practical Grade Exams, Performance Grade Exams and GOAL Performance Exams offer in both in-person and recorded formats, we support teachers, parents and learners with flexible, progressive assessment.

Performance is at the heart of RIAM. The 300-seat Whyte Recital Hall hosts student recitals, faculty concerts, visiting artists and collaborations with national orchestras and chamber ensembles. The Academy curates a cohesive artistic programme in this space, blending RIAM produced events with carefully chosen hires to connect students and visiting artists with audiences from the musical community and the wider public.

For staff, RIAM offers an environment that prizes collaboration, learning and shared purpose. Colleagues work across divisions and disciplines, from teaching and artistic leadership to administration, marketing and student support, to deliver an experience that is rigorous, human and responsive to change. As the Academy invests in new programmes, digital innovation and international outreach, staff play an active role in shaping the next chapter of RIAM's story, while contributing to a community where artistry, curiosity and care are at the centre of daily work.

Development Manager – Individual Giving

Reporting to:	Head of Development
Role type:	Full Time based on 35 hours net per week
Annual leave:	29 Days annual leave per annum (including RIAM closure days)
Salary Scale:	Appointment will normally be made at the first point of the Administrative Officer Grade VII salary scale - please see appendix 1 for details.
Pension:	Employer pension scheme with minimum employee pension contribution set at 5% of gross salary and employer contribution at 10% of gross salary.
Contract:	3-year fixed term (subject to a 6-month probationary period)
Location:	RIAM, 36 – 38 Westland Row, Dublin 2.
Start Date:	As soon as possible

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.
This role will involve occasional travel; therefore, the successful candidate must hold a valid passport and full driving license.
Applicants for this role must be legally entitled to work in Ireland.

ROLE DESCRIPTION:

Reporting directly to the Head of Development, the Development Manager – Individual Giving will work closely with the team, particularly alongside the Development Manager – Corporate Partnerships, to maximise philanthropic support for RIAM. The postholder will be responsible for a range of fundraising activities relating to scholarships, musical and artistic projects, outreach programmes and supporting RIAM's strategic priorities requiring philanthropic support.

They will have a primary responsibility for developing a portfolio of Individual Supporters and Prospects, substantially growing this income stream in line with RIAM's 2026-2030 Strategy and corresponding Development and Fundraising Plan.

The Development Manager – Individual Giving is responsible for looking after RIAM's Friends community, growing, cultivating and stewarding individuals, applying to relevant Grants and Foundations and developing our Legacy programme. Supporting the ongoing stewardship and continuity of RIAM's existing and prospective relationships across an assigned portfolio of supporters will be a key responsibility.

The role will also involve supporting the Head of Development in raising transformative levels of funding, from a range of sources, including major donors and foundations, to support the next stage of RIAM's development and delivering on our strategic ambition to become a National Conservatoire of Global Consequence.

The Opportunity

At RIAM, we are at the midpoint of an exciting and ambitious journey. In 2023 we opened a new €27m, 6,500 sq m campus and recital hall, putting on us a par with the best conservatoires in the world. This has created the platform for the next 10-year stage of our transformation. Our current 2026-2030 Strategy outlines ambitious and far-reaching plans for the Academy. At the heart of this strategy is a cultural shift: a collective embrace of music as both an art and a science, and a recognition of its profound societal impact.

Development and Fundraising will be central to delivering on this ambition.

This is a wonderful opportunity for a motivated, hard-working and strategically minded individual to play a significant role in delivering RIAM's bold vision and contribute to a vibrant, ambitious future for classical music in Ireland and beyond.

The Development Manager will have autonomy to drive their own income generation working closely with the Head of Development as well as RIAM's Director.

Over the last 10 years, RIAM has created a core group of supporters who have given significant levels to the Capital Campaign. In addition, annual development income from corporate and individual supporters has grown substantially in recent years.

The Development Manager will work to build on this recent success, working as a senior member of an ambitious team and an expanding and growing Development department tasked with raising transformative levels of private funding to underpin RIAM's strategic development over the next 5-10 years.

The postholder will be expected to contribute significantly towards annual fundraising targets as part of RIAM's Development and Fundraising Plan.

RIAM has a 501(c)(3) foundation, which serves our US donors, and has also been a recipient of donations through the Ireland Funds. RIAM is a registered charity (RCN: 20002572 / CHY: 1794)

ROLE RESPONSIBILITIES:

- Strategic planning in conjunction with the Head of Development to develop and implement priority projects for RIAM requiring philanthropic and sponsorship support
- Play a leading role in identifying, cultivating, and securing donations from a range of sources with a particular emphasis on growing individual giving.
- Agree and meet annual targets around income, stewardship and engaging prospects
- Develop and prepare prospect lists, marketing and communication materials, proposals and other relevant assets
- Plan and host campus visits and engagement events for our Friends, Legacy, and Individual supporters as well as Corporate prospects
- Maintain excellent relationships and lead on engagement and stewardship of existing supporters including proposals and contracts, patron benefits, concerts and events, reports and impact management
- Help and support the delivery of RIAM's new highly ambitious Capital Campaign, supporting the next organisational strategy, contributing ideas and recommendations, and working on their implementation
- Work closely with the Head of Development in identifying prospects and developing cultivation events for the Capital Campaign - in Ireland, the US and the UK
- Maintain accurate data on supporters, prospects, donors and partners to ensure accurate prospecting, cultivating and stewarding across all income streams. Work to integrate a new CRM system across all development activities
- Leading and supporting development events for campus donor experiences, including concerts, receptions and dinners as well as supporting the Head of Development with international events
- Build strong working relationships across the Academy including Senior Management Team, Heads of Faculty and Board of Trustees to support delivery of all relevant activities
- Oversee financial records management, budgetary planning, and monitoring and coordination of income raised from individual giving and other development income streams
- Represent RIAM at internal events and concerts on a regular basis and at external industry events, availing of networking opportunities
- Contribute to the growth and development of the expanding Development Team including long term planning and strategic implementation
- Other duties as deemed appropriate by the Head of Development / 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 with a minimum of five years' relevant fundraising, business development or stakeholder engagement experience (Essential)
- Experience of working in music, music education, the arts or higher education is advantageous
- Experience in the Private and/or Public Sector with proven customer engagement (Essential)
- Experience in the broader charitable sector and/or business development is welcome
- Demonstrate a minimum of five years' experience and success in fundraising and/or business development (Essential)
- Proven experience of growing fundraising income across a range of sources including Friends Membership Schemes, Corporate Partnerships, major donors and legacies (Essential)
- Evidence of strong customer service and of interacting with diverse stakeholders, e.g. senior management, academic staff, individual 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 (Essential)
- Experience of working as a member of a team, providing leadership, support and assistance where needed (Desirable)
- Excellent working knowledge of Microsoft Office 365, including Word, Excel and PowerPoint with excellent presentation skills (Essential)
- General understanding of the structure of RIAM, Music Education, Higher Education, or the Arts in general (Desirable)
- Experience in the use of databases and/or Customer Relationship Management (CRM) systems (Essential)

PERSON SPECIFICATION:

Skills and Competencies

- Excellent oral, written and interpersonal communication skills with an ability to engage at senior management and board level and with 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 achieve objectives, effectively managing workload and priorities
- Strong organisational, planning and multi-tasking skills with an ability to meet targets and deadlines
- Available to work occasional unsocial hours as required
- An aptitude for problem solving and multi-tasking, and a genuine commitment to providing high standards in customer service
- An entrepreneurial and innovative attitude to work
- A positive 'can do' attitude and collaborative working style

Personal Qualities

- Personable and confident with a proven ability to build and maintain meaningful relationships
- Politically sensitive, with a diplomatic approach and cross-cultural sensitivity
- A strategic thinker with a 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 managing the multiple dimensions of the role

Appendix 1

Grade	Point on Scale	Gross Annual Salary per Annum
Grade VII	1	€61,217
	2	€62,713
	3	€64,463
	4	€66,218
	5	€67,977
	6	€69,545
	7	€71,145
	8	€72,701
	9	€74,249
LSI 1	10	€76,911
LSI 2	11	€79,583

APPLICATION

Please email a cover letter (500 words max) and CV outlining your experience and suitability for the role to Ruth Meehan ruthmeehan@riam.ie.

Closing date for receipt of your application is **4pm on Friday 23rd October 2026**. (Late applications will not be accepted).

It is anticipated that interviews for this post will be in person and in RIAM on Westland Row and take place in the **week beginning 26th October 2026**

RIAM is committed to building a diverse, inclusive and equitable workplace. We welcome applications from all sections of the community and are committed to ensuring an inclusive recruitment process.

Contact information

For further information please contact Ruth Meehan ruthmeehan@riam.ie

Royal Irish Academy of Music
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