



## Friends & Fund Raising Manager

Thank you for your interest in this position. This document contains the job description and the person specification for this role.

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- Interested parties should apply with a cover letter and an up to date Curriculum Vitae no later than **5pm on Friday 22<sup>nd</sup> March 2019** by email to [info@glor.ie](mailto:info@glor.ie) with the subject line 'Friends & Fundraising Manager'.
- Should email not be an option, please post your application in a sealed envelope to  
glór HR,  
Administration & Marketing Assistant Role,  
Causeway Link,  
Ennis,  
Co. Clare  
V95 VHP0
- **Please do not submit multiple applications.**
- All applications received by email will be acknowledged electronically.
- Invitations to interview will be issued by phone, so please ensure your contact number is supplied.
- Shortlisting will apply.

**Please note the following key dates that form part of this recruitment process:**

<i>Deadline for applications:</i>	<b>5pm, Friday 22<sup>nd</sup> March 2019</b>
<i>Interviews:</i>	<b>Thursday 28<sup>th</sup> March 2019</b>
<i>Preferable Start date:</i>	<b>Week commencing 08<sup>th</sup>/15<sup>th</sup> April 2019</b>

**glór is an equal opportunities employer**

## JOB DESCRIPTION

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Opened in 2001, glór boasts a beautiful venue, both inside and out, with an auditorium of 485 seats, state of the art technical equipment and comfortable facilities, including a gallery, café and bar. glór is a regional cultural centre with responsibility for national promotion of the traditional arts and also presents a full programme in local, national and international arts and entertainment.

glór is a member of the NASC Touring Network and Music Network. It hosts many events in conjunction with local festivals, including Ennis Book Club Festival, Ennis Trad Fest, Fleadh Nua, Ennis Street Arts Festival and works in partnership with many local and national community organisations, arts presenters and promoters. This is a very exciting time to join the team @ glór with the development of the county library onto glór.

The core glór team currently comprises:

- Director (full-time)
- Finance & Box Office Manager (full-time)
- Operations Manager (full-time)
- Marketing & Gallery Manager (full time)
- Administration & Marketing Assistant (part-time)
- Box Office Supervisor (full-time)
- Technical Manager (full-time)
- Senior Technician (part-time)
- Cafe & Bar Manager (part-time)
- Deputy Café & Bar Manager (part-time)
- Front of House Manager (part-time)

**Purpose of the Role:**

glór is seeking a talented, well connected and experienced fundraising professional to devise and implement an effective fundraising strategy to maximise, diversify and increase glór's income through Membership, corporate sponsorship ,events, grant aid and potentially conferencing opportunities. The role would be a freelance position, and the Friends & Fundraising Manager/Development Manager would work closely with glór's Director to prospect & harness opportunities and develop and activate a fundraising strategy in line with glór's strategic objectives. Membership and events would also be supported administratively by glór's Administration and Marketing Assistant, who would support the Friends & Fundraising Manager/Development Manager in the co-ordination and administrative elements of membership renewals and communications.

**Key Responsibilities:****Corporate and Individual Membership:**

- To steward all individual and corporate Members, managing regular membership events, ensuring that Members can avail of their benefits and their needs are being met.
- Manage receipt of all income relating to Membership including in-kind contributions, and collaborate closely with the Finance Manager on reviewing income targets and income received and renewals.
- To identify, cultivate and recruit new Members and expand the Membership profile of both corporates and individuals.
- To oversee the administration of membership including related finance, with the assistance of the Administrative and Marketing Assistant.

**Sponsorship & Corporate Sponsorship:**

- Lead on identifying and approaching potential sponsors and corporate partnerships
- Work closely with the Director and the glór team on matchmaking/aligning creative opportunities and projects with potential partners
- Create relevant and compelling sponsorship pitches and proposals tailored to each corporate partner or sponsor
- Managing sponsors & partners who come on board to support glór, including reviewing and reporting/monitoring & evaluation of on the success and impact of relevant glór projects.

**Co-ordinating Fundraising Event Management**

- Developing and co-ordinating fundraising events (ideally two per year), including but not limited to 'Gin and Jazz' in the summer months, to
- Generate increased revenue through our current membership and prospective partners, whilst raising glór's profile as a charity and a leading arts venue through events.

**Conferencing:**

- Promoting and developing the potential of glór as a conference venue and seeking and securing conference bookings and events, in conjunction with the glór team.

### **Development of New Income Streams:**

- Identify and pursue new income sources for glór as one-offs or regular funding opportunities including trusts and foundations, state aid and international grant opportunities.
- Support the Director on management and reporting of all current funding partnerships including The Arts Council and Clare County Council as required.
- Identify fundraising opportunities aligned to potential capital development for glór and provide guidance on potential funds to explore or relationships to build to ascertain feasibility of future capital projects.

### **General**

- In conjunction with the Director and the Board of glór to help establish a Fundraising Advisory Group of volunteers, to help promote philanthropic support for glór and to aid promotion of glór fundraising events.
- To represent glór at events, internal & external meetings, public functions, conferences and delegations.
- To undertake any additional task as may from time to time be required by the Director or the Board in relation to development opportunities etc.
- To attend a bi-weekly membership meeting and regularly (every month) attend the weekly team meeting on a Wednesday.
- To support glór's general administration and operation by sharing information, passing on enquiries and reporting back re events.

### **Conditions of employment**

- The Friends & Fund Raising Manager/Development Manager will be retained/employed on a freelance basis for a period of 12 months and the contract will be subject to six weeks' notice in writing on either side, with a four month trial period from the start date of contract, to be reviewed by the Director.
- Expenses incurred will be reimbursed in line with glór expenses policy.
- The Friends & Fundraising Manager/Development Manager can either base themselves regularly in the glór offices, or work from home remotely, and regularly attend meetings and provide updates on progress to the Director.
- Duty at weekends and in evenings occasionally (as required) will be an integral part of the working week as part of a flexible working policy.
- The Friends & Fundraising Manager/Development Manager should have available his/her own transport, and a full clean driving license.
- Remuneration: €6600 total fee, payable in 12 monthly instalments of €550 per month payable upon receipt of invoice (based on working approximately 1 day per week, although the scheduling of the time worked will be determined by the timing of events and rhythms of membership and funding deadlines).
- As a supplier of a service to glór, glór staff benefits and conditions do not apply. You alone are responsible for any personal taxation issues that may apply and you will need to provide your own insurance.



## Friends & Fund Raising Manager PERSON SPECIFICATION

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### **ESSENTIAL**

- 2- 4 years' experience in a senior business or arts management position
- Proven experience of delivering against income targets in an arts or business environment
- Experience of corporate fundraising/sponsorship
- Experience of project management
- A strong interest and a proven commitment to the importance of the arts and glór's role in this
- Strong business contacts and understanding of the current corporate climate and sponsorship
- Ability to collaborate as part of a team and also work efficiently independently, being adept at planning and managing your own work to ensure agreed deadlines

### **DESIRABLE**

- Experience of conferencing and event management
- Strong contacts and understanding of the current corporate climate and sponsorship
- Experience in arts marketing, press and promotion
- Experience of fundraising for capital projects.

### **SKILLS & QUALITIES**

- Excellent presentation skills and ability to network
- Excellent written & verbal communication and presentation skills
- Excellent negotiation skills
- Good organisational skills and an ability to multitask
- Strong advocacy skills.