



Irish Film Institute

Job Description

Title: Head of Development and Fundraising

Overview

The Irish Film Institute is Ireland's national cultural institution for film. At the IFI's historic home in Eustace Street, Temple Bar, our diverse audiences and loyal members enjoy our 3 cinemas, IFI Irish Film Archive's research and access facilities, IFI Film Shop and IFI Café Bar.

The IFI has developed strategic objectives around three core activities:

- **EXHIBIT** Providing audiences throughout Ireland with access to the finest independent, Irish and international cinema
- **PRESERVE** Preserving and promoting Ireland's moving image heritage through the IFI Irish Film Archive
- **EDUCATE** Providing opportunities for audiences of all ages and backgrounds to learn and critically engage with film through IFI Education

The IFI is seeking to appoint a **Head of Development and Fundraising** to join the management team. The successful candidate should possess the energy and acumen to build on what has been achieved, and lead this department into the next exciting phase of its development.

About the IFI

In 1943, the National Film Institute (now the Irish Film Institute) was founded. In 1992, the IFI found its current home in Eustace Street, Temple Bar, Dublin 2. This, along with the ACCESS II scheme provided for by the Department of Arts, Sport and Tourism, allowed the IFI to expand its facilities to offer a third cinema and new archive facilities, education, festival and retrospective programmes in addition to its already established cinemas, film shop and café bar.

The core objectives of the IFI remain to exhibit, to preserve and to educate. The cinema presents Irish and international films that might otherwise not be screened within Ireland. The IFI also presents festivals and events which bring specifically designed programmes to audiences. The IFI preserves Ireland's moving image heritage at the IFI Irish Film Archive which holds over 30,000 cans of film and 10,000 broadcast tapes, charting our social, political and cultural history. This hugely important archival collection is a treasure trove of material and spans from 1987 to the present day, consisting of feature films, newsreels and amateur footage. We recently launched the IFI Player, making parts of this collection available online to the public for the first time. IFI Education provides learning opportunities for people of all ages, from our nationwide schools programme which engages with over 20,000 children per annum, to adult evening courses. We are in the process of developing and delivering after-school Film Clubs right across the country, bringing film to a wide audience of engaged young people right across the country.

Financial Model

The current Arts Council annual funding represents 25% of the annual budget. The remainder is generated by the IFI through cultural partners, sponsors, and income from IFI activities. The IFI operates a model of cultural enterprise, using core Arts Council subsidies to procure diverse income streams which are then invested back into core activities in order to maximise the impact to the public of Arts Council funding. The Arts Council's support of the IFI generates significant returns to the State, both economically and culturally. The IFI is a cultural organisation that employs over 70 people and has an annual turnover of over €3 million.

The IFI aims to increase funding from philanthropic and corporate sources by developing its private income streams, members and major gift appeal campaigns.

Title

Head of Development and Fundraising

Reporting to

Director

Key relationships

Director of Finance, Public Affairs and Marketing Director, Head of Cinema Programming, Head of Irish Film Programming, Head of Education, Head of Irish Film Archive, Head of Operations, Development Officer, Membership Officer

Place of Work

Based at the Irish Film Institute, Eustace Street, Temple Bar, Dublin, the role will involve some travel throughout Ireland and overseas.

Role

The Head of Development and Fundraising is a strategic post which will play a key role in broadening the funding base of the IFI. The role will take responsibility for developing fundraising and corporate support through donations and sponsorship. There will be an emphasis on developing patron schemes, engaging trusts, foundations and other grant making bodies.

Responsibilities

The Head of Development and Fundraising will be responsible for:

- undertaking a senior strategic role within the Institute and taking an active role in the Management Team, ensuring that the fundraising and development strategy feeds into the general strategy and operational activities of the Institute;
- developing and implementing a high level fundraising and development strategy;
- delivering and achieving the agreed overall fundraising and sponsorship targets in accordance with the Institute's annual and longer term budgets;
- identifying and delivering commercial sponsorship opportunities; writing and presenting sponsorship proposals, and servicing relationships;
- developing innovative fundraising and development initiatives that identify and maximise new opportunities and creating sustainable additional income streams over the long-term;
- writing high-quality persuasive copy for fundraising, sponsorship and appeal materials;
- delivering event strategies for the ongoing development and engagement of relationships with key supporters;
- researching, drafting and undertaking applications to trusts and foundations and applications for public funding, and drafting reports to such organisations, in consultation with the Director;
- major gift relationship building, having links with and introducing new major donors and developing long-term relationships with major donors;
- successfully managing the relationships with major donors, namely by requesting and securing major gifts;
- researching and identifying potential new sources of funding including both new research and using contacts and existing networks to make connections for corporate and private funding;
- developing a legacy strategy for the IFI;
- managing the department team of Development Officer and Membership Officer and developing both programmes;
- devising and implementing a strategy for introducing new patrons and maintaining the support of existing patrons;
- working with the Board and sub-committees to devise and implement a strategy for increasing the number of supporters and engaging proactively with current supporters;
- being involved with fundraising and development events as required;
- monitoring fundraising and development performance against targets on a monthly basis/period end basis, providing management with information as required, ensuring that fundraising activities are constantly reviewed, tested, assessed and improved;
- developing appropriate systems for fundraising administration, ensuring that a donor database is maintained and fit for purpose and that all potential donations are appropriately acknowledged, managed, planned, co-ordinated and monitored from notification through to completion;
- attending Head of Department meetings, departmental, programming and Board and other meetings, and reporting to such meetings, as requested;

- carrying out any other reasonable duties as requested by the Director;
- maintaining high levels of discretion and confidentiality at all times.

Person Profile

Skills Summary

Criteria	Essential	Desirable
Proven track record in developing funding from major donors, sponsorship or high level business development	✓	
Strong business competencies with proven track record of winning high value business pitches	✓	
Understanding of arts and culture or voluntary sector organisations	✓	
Passion for film and the work of the IFI combined with a genuine love for the arts	✓	
Excellent communications skills, both written and verbal.	✓	
Ability to manage high-level relationship cultivation	✓	
International experience, particularly with US donors		✓
Ability to deliver on ambitious targets	✓	
Ability to work well as part of a team	✓	
Adaptability and flexibility	✓	
Interest in Irish Heritage		✓

Terms and Conditions of Employment

The Head of Development and Fundraising is a key management role.

The IFI is a company limited by guarantee with charitable status. It operates a model of cultural enterprise, using its Arts Council subsidy to procure diverse income streams, which are then invested back into its 3 core activities, EXHIBIT, PRESERVE, EDUCATE.

The position is offered as a two year fixed term contract with a six month probationary period and is based at the IFI flagship venue on Eustace Street in Dublin. The Terms of Contract and remuneration will be offered to the successful candidate commensurate with experience.

Interviews and Selection methods

- Applicants should submit a CV and a detailed cover letter explaining their interest in the role and what they believe they could bring to the role.
- 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 invited to attend for an initial interview to be held in late January
- The first interview may reduce the initial short list and remaining candidates will be invited for a subsequent second interview
- One of the interviews will require candidates to make a presentation
- Both interviews will be with an interview panel made up of the IFI Director, IFI Board member and may include an external expert

Applications should be sent by email to IFI HR Manager Caroline Concannon at cconcannon@irishfilm.ie

The closing date for application is Monday, January 15th 2018 at 17.00