

# IFI Development Officer - Job Specification



## About Irish Film Institute

The Irish Film Institute (IFI) is Ireland's national cultural institution for film. It provides audiences throughout Ireland with access to the finest independent, Irish and international cinema; it preserves and promotes Ireland's moving image heritage through the IFI Irish Film Archive; and it provides opportunities for audiences of all ages and backgrounds to learn about and critically engage with film. The IFI comprises three core activities: to Exhibit, Preserve, and Educate, and operates in Dublin, nationally and internationally.

**Reporting to:** IFI Development Manager

**Key Relationships:** IFI Membership Officer, Venue Hire Coordinator & Marketing Team

## Overview and Job Purpose

If you are a dynamic, motivated, commercially-minded individual with a passion for arts and culture, a target-driven sales or fundraising background, and a highly organised, professional approach to your work, and a familiarity with CRM, this job is for you.

This role will focus on building corporate support through sales and management of the corporate membership scheme, and fundraising via trusts and foundations and will support the Development Manager in prospect research for corporate partnerships and grant-making applications.

The IFI Development Officer is a role within the Development team at IFI, currently comprising Development Manager, Membership Officer and Venue Hire Coordinator, and underpins the development of both commercial and philanthropic opportunities and relationships for the IFI. The IFI Development Team, based in our landmark building in Temple Bar, works closely with all departments across the organisation including the IFI Irish Film Archive, IFI Irish Film Programming, IFI International, IFI Education, IFI Cinemas, IFI Box Office and IFI Café Bar.

## Key Responsibilities

### Direct Sales

- Be proactive in identifying new funding opportunities for IFI
- Research and develop corporate and philanthropic prospect lists and grant opportunities worldwide, assist in developing relevant proposals
- Devise and implement creative sales strategies for Corporate Membership & Friend schemes
- Develop & manage marketing materials or copy for promotional activity
- Work to secure monthly and quarterly financial targets

### Stewardship

- Servicing of corporate and philanthropic relationships
- Use of CRM tools
- Tracking deadline schedules and supporting grant applications
- Grant, trusts and foundations application filing
- Financial administration

You will take the lead and initiative on your own projects, working to targets and project plan timelines. Work duties may develop and change over time as the needs of the organisation change. The above role description is not exhaustive

### Key Skills Required

- Advanced Microsoft Office (Outlook, Word, Excel, PPT), G-Suite – *Essential*
- Excellent Communication skills – *Essential*

### Key Experience Necessary

- A third level qualification or equivalent, desirable to have attained in marketing/business/fundraising
- Experience writing grant applications of various levels
- Research
- Event planning

### Person Specification

The role requires the following attributes:

- Excellent communication skills and attention to detail
- High standard in writing
- Entrepreneurial with the ability to see opportunities and capitalise on them
- Creative thinker and problem-solver
- Enthusiasm, flexibility, excellent interpersonal and communication skills, ability to work with a team
- Strong focus on planning and time management with excellent organisational skills
- A natural capacity to develop and facilitate mutually beneficial relationships, being equally comfortable in commercial environment as in a cultural environment
- Combine vision with the ability to make things happen, and can work on your own initiative
- Passion for film or interest in promoting arts and culture is highly desirable
- Ability to work under pressure and to coinciding deadlines

**Benefits:** Additional leave, Bike to work scheme, Employee discounts, Enhanced Sick pay, Hybrid working options

### Terms

Contract	Full time, 2 year fixed term contract
Office	IFI, 6 Eustace Street, Temple Bar, Dublin 2
Holidays	24days per year
Remuneration	Level 1- €30,000, L2 - €30,750, L3 - €31,519, L4 - €32,306. Long term Service 1: €33,437, LTS2: €34,607. Long Term Service 1 is applicable after 3 years, Long Term Service 2 after a further 3 years.

**Application Process:** Please provide a cover letter outlining your suitability and interest in this job, supported by your CV. Send FAO Emily to [ebrennan@irishfilm.ie](mailto:ebrennan@irishfilm.ie) and you must have "IFI Development Officer Application" in the subject line.

**Closing date:** Weds May 1st at 5pm. Interviews will take place shortly thereafter. There may be a 2nd round of interviews

*The IFI is an Equal Opportunities Employer and welcomes applications from all sections of the community.*

