

Development Manager

Post: Development Manager

Contract: Full time

Reporting to: Head of Marketing & Development

Background

Established in 1957, Dublin Theatre Festival is an annual event that brings together artists, theatre makers and audiences from across Ireland and around the world. At the heart of the festival is Dublin – its people and its stories – and a commitment to contributing to the vibrant social and cultural landscape of our capital. Dublin Theatre Festival 2023 will take place from 28 September to 15 October.

Throughout the 18-day festival, performances take place in venues and locations across Dublin. Our programme incorporates theatre, music, dance and family events as well as artist talks, public discussions and artist development programmes. We present classic plays by celebrated companies and artists alongside work by exciting, emerging theatre-makers from home and abroad. The spirit of the festival lies in the people who engage with us, and we aim to create rewarding experiences for the time we spend together.

Purpose and Scope of the Post

The Development Manager is a key member of the core team, working closely with the Head of Marketing and Development to promote the Dublin Theatre Festival and to help support the organisation's financial sustainability.

The main areas of responsibility are to co-ordinate the annual public funding cycle, manage the Friends of the Festival programme, manage annual festival events, generate income through commercial sponsorship and philanthropic giving, and to identify and cultivate new prospects and opportunities. The role presents an ideal opportunity for a candidate looking to develop their fundraising career in a vibrant, committed and creative team, and be part of one of the city's most exciting arts festivals.

Responsibilities include planning and budgeting, developing proposals and our case for support, applications and reporting; and managing relationships with a wide portfolio of stakeholders.

Duties and Responsibilities

Funding Agencies

- Lead on funding applications and reports for Irish and international funding and cultural agencies, including Dublin City Council, Fáilte Ireland and Creative Europe.
- Track, develop and steward these relationships.

Friends Scheme

- Manage and develop the Friends programme including recruitment of new members.
- Plan and execute year-round Friends events and activities.

Sponsorship

- Research and identify new prospects.
- Develop promotional material for new corporate prospects.
- Presenting and pitching to potential leads.
- Retaining, stewarding and managing KPI's for existing sponsors, including delivering on sponsorship activation requirements.

Philanthropy & Individual Giving

- Researching and identifying new philanthropic prospects (individuals and Trusts & Foundations).
- Writing and presenting proposals (including grants where applicable) to prospects .
- Delivering and monitoring existing individual giving campaigns.

Event Management

- Event management for various festival events including the festival launch, opening night and cultivation events.

Other

- Coordinate quarterly Development Subcommittee meetings and regularly report on development activities.
- Represent the festival at events, training and networking events, when required.

Person Specification**Skills and experience**

- Ideally 3 years' relevant experience
- Evidence of successfully managing relationships with a diverse portfolio of sponsors and stakeholders
- Experience in delivering fundraised income, or sales/account management experience
- Good understanding of marketing, particularly in relation to branding and sponsorship
- Excellent written and oral communication skills
- The ability to think strategically, to plan and implement these strategies
- The ability to work to tight deadlines
- Commercial awareness

Other

- Knowledge of the performing arts, preferably theatre
- Enthusiasm for Dublin and Ireland and knowledge of the country's culture and artists
- Commitment to extending participation in the arts

Type of Contract: 2 year renewable contract. This position is part of the permanent year round core team.

Remuneration: €40,000

Holidays: 21 days per annum in addition to statutory and public holidays.

Hours of Work: The post is full-time working 40 hours per week. The Development Manager may be required to work outside these hours, including evening and weekend work during and outside of the festival. Flexibility for remote working - required to work 2/3 days per week in the Dublin office.

Application Process

Applicants are invited to submit:

- A detailed CV outlining relevant experience
- A letter of application
- Contact details for two professional referees

Submissions & Confidentiality

The festival acknowledges applicants' need for privacy and will take all necessary steps to ensure all applications and interviews are handled confidentially. Dublin Theatre Festival is an equal opportunity employer and welcomes applications from all sections of the community.

Enquiries in strictest confidence, as well as applications (by email only) should be addressed to Eve Lalor, General Manager at eve@dublintheatrefestival.ie

Closing Date

The closing date for receipt of all applications is 12pm on Friday 15 September.

Interviews

Interviews will be held in person on Friday 22 September and applicants selected for interview will be expected to make themselves available on this date.

Dublin Theatre Festival is principally funded by the Arts Council.