

## **Development Officer at Music Network**

**2-Year Contract**

**Salary: €30,000**

### **Background**

Music Network is a national music touring and development organisation, passionate about making live music happen. The organisation holds a unique position in the Irish music sector and has been a highly valuable resource for the development and presentation of quality live music in Ireland. Our integrated programmes, from our work in music education, to supporting musicians at varying stages of development through funding schemes and other initiatives, to providing concerts and learning and participation activities through our valued network of partners, supports our mission of providing access to exceptional live music for people across Ireland, and supporting the professional development of musicians.

The Development Officer will play an important role in fundraising for a range of well-organised, imaginative, quality music programmes. The programmes focus primarily on classical, jazz and traditional music and deliver on Music Network's three strategic priorities - Musicians, Audiences and Partnerships. These priorities are detailed in our Strategic Plan: [Download Strategic Plan](#)

### **Job Description and Core Competencies**

Music Network seeks to recruit a dynamic, experienced and highly-motivated professional to fulfil the role of Development Officer. This new, full-time position has been created with the support of Business to Arts and the Department of Culture, Heritage and the Gaeltacht as part of the *Fundraising Fellowship, Ireland* programme. The successful candidate will participate in a structured programme of mentoring and development activities delivered by Business to Arts and their partners. The Fellowship aims to provide training and professional development to enhance long-term careers in fundraising and development for the Irish cultural sector.

The successful candidate will play a significant role in shaping and delivering Music Network's Development Strategy, working in a tight-knit and supportive environment. The organisation's Communications Manager will provide day-to-day support and team lead for the Development Officer.

The Development Officer will deliver year-round Development and Fundraising initiatives. The key focus of this role is revenue generation – e.g. through bespoke engagement initiatives (Friends and Corporate Membership Schemes) and excellent relationship management (Corporate Sponsorship and Partnerships). We have ambitious plans to grow over the next 3 years and central to these is an increase in self-generated resources. We envisage a period of intense, sustained capacity building in the next 24 months.

The ideal candidate will have demonstrable experience in the key aspects of arts marketing/fundraising and a genuine interest in music. Based at Music Network's offices on Earlsfort Terrace, Dublin, the contract is offered on a two-year fixed term basis initially, with a six month probation period.

<b>Reporting to:</b>	Communications Manager
<b>Key Internal Relationships:</b>	Board of Directors CEO Communications Team Programmes Team Finance Manager
<b>Key External Relationships:</b>	Media Partners Sponsors Individual & Corporate Friends Development programme partners Suppliers (Web and Graphic Designers, etc.)

This job description provides an outline of the key day-to-day duties and responsibilities of the role, including relationship management, institutional marketing, digital communications, membership and event co-ordination and sponsorship research, cultivation and activation.

#### **THIS WILL BE ACHIEVED THROUGH SPECIFIC DUTIES IN:**

- nurturing a culture of fundraising as part of Music Network's ethos, achieved through establishment of an effective support structure to deliver on its Development Strategy
- implementing and updating Music Network's Development Strategy to deliver on its key objectives
- increasing income generation and diversifying funding streams to support our artistic ambitions across an exciting portfolio of programmes, including the National Musical Instrument Resource, Learning & Participation, Commissions, Child & family audiences, special events, cultural partnerships and year-round activities
- managing and expanding Music Network's Friends Scheme, increasing income through targeting new members and bespoke cultivation events
- researching and developing relevant corporate prospects for corporate membership, partnerships & sponsorship, building a pipeline and delivering high quality collateral and proposals
- effectively servicing external relationships to foster positive and mutually rewarding partnerships with corporate partners, sponsors and philanthropic supporters
- assisting the CEO/Communications Manager with preparation of annual and project funding grant applications and proposals, including research, data collation and reports
- achieving the agreed annual fundraising target generated through fundraising activities
- developing and managing the range of budget-relieving Gift in Kind partnerships to support activities (e.g. Hotel, airline partners)
- effectively managing internal relationships, liaising between communications, programmes and finance to successfully deliver fundraising activities
- efficiently managing the administrative functions associated with the role including detailed and on-time reporting, servicing of relationships, drafting of pitch documents and applications etc.
- supporting the work of the Communications Manager and undertaking any other tasks deemed reasonable and appropriate.

#### **TRAINING, EXPERIENCE AND QUALIFICATIONS:**

The ideal candidate will -

- be a graduate with experience in marketing and/or fundraising and a proven track record of managing/contributing to fundraising marketing campaigns in a music/arts environment.
- have proven commercial and/or fundraising achievements.

#### **PERSON SPECIFICATION:**

##### **Knowledge, skills and abilities -**

- the flair and creativity to devise effective fundraising strategies
- excellent research, presentation and writing skills with a keen attention to detail
- highly organised, able to work in a busy work environment and an effective communicator
- literate in all basic computer packages and proficient across social media platforms
- excellent time and project management skills, motivated, energetic and results driven
- strong interpersonal skills, a positive attitude and exemplary team skills
- a natural capacity to facilitate productive relationships with suppliers, staff and stakeholders
- possessing vision combined with the ability to make things happen and work on own initiative
- passion and enthusiasm for music and the arts both in Dublin and throughout Ireland.

To learn more about Music Network please see [musicnetwork.ie](http://musicnetwork.ie).

#### **TO APPLY FOR THE ROLE**

Please apply to [operations@musicnetwork.ie](mailto:operations@musicnetwork.ie) with 'Development Officer' in the subject line, by **4 p.m. on Monday 20<sup>th</sup> April, 2020**. **N.B. Please refer to the appendix on pg. 4 for application guidelines.**

Interviews will take place on **Tuesday 28<sup>th</sup> April**.

**Terms, conditions, benefits**

Contract: two-year fixed term, renewable annually following review.  
Remuneration: €30,000 per annum  
Start date: 3<sup>rd</sup> June 2020  
Probation: six months  
Hours: generally 9.30 a.m. – 5.30 p.m. Monday-Friday, with some evening/weekend work required, for which time off in lieu of hours worked will be given  
Location: Music Network, National Concert Hall Building, Earlsfort Terrace, Dublin 2.

## Benefits include:

- a portable company pension scheme with employer contribution
- annual leave of 20 days in addition to 7 company days taken at Easter & Christmas
- death-in-service benefit of 2 times salary
- travel assistance (bike-to-work scheme/tax saver commuter tickets).

A complete list of benefits, terms and conditions will be made available to the candidate offered the role.

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- This job description describes the principal purpose and main elements of the job. It is a guide to the nature and key responsibilities of the job, but it is not intended as a wholly comprehensive or permanent description.
  - Applications can be made by email only.
  - In the event that a large number of candidates meet minimum eligibility requirements for the role, Music Network may decide to invite a smaller number to interview. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates who are, prima facie, better qualified and/or have more relevant experience.
  - The onus is on short listed applicants to make themselves available on the date(s) specified by Music Network and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the contact details specified in their covering letter or CV.
  - Music Network is an Equal Opportunities Employer and is committed to the legislation governing the equality of opportunity.
  - To all recruitment agencies: Agency CVs or applications will not be accepted in relation to this role. Music Network is not responsible for any fees related to unsolicited applications.
  - For the purposes of administering the recruitment process for this role, Music Network will require your personal information such as name, address, phone number etc. All personal data will be processed in line with Data Protection Regulations and Legislation and will only be used as outlined above, to meet legal and regulatory obligations.

## Appendix - Application Details and Guidelines for the role of Development Officer at Music Network

Interested candidates are invited to apply by providing the following 2 items using the guidelines provided below: -

1. CV
2. Cover letter that engages with the opportunity presented by the role.

Please email your application to [operations@musicnetwork.ie](mailto:operations@musicnetwork.ie) with 'Development Officer' in the subject line by **4 p.m. on Monday 20th April, 2020.**

### 1. CV Guidelines

- No more than 2 pages highlighting your relevant experience for this role
- Present your experience in reverse chronological order
- Where possible, give a brief insight into your exposure to and practical experience of arts fundraising
  
- Indicate 3 referees we may contact in the latter stages of the process. Contact details not necessary at this point.

### 2. Cover Letter

A 1-page cover letter. It is essential that this addresses the below questions in a concise way: -

- What are the key elements of your experience in the areas of (1) marketing (2) fundraising and/or (3) being a contact point with stakeholders that you would like to highlight and feel have prepared you for this role?
- What attracts you to the role/organisation?