



Development Manager

Educate Together is working towards becoming a self-sustaining social enterprise whilst it rapidly builds out a national network of equality-based primary and secondary schools and continues to innovate in Ethical Education and other dynamic educational approaches.

It is seeking a Development Manager to drive the organisation's major gift fundraising to support this work.

Job Description

The Development Manager will work with the CEO and other national office staff to manage and develop the company's major gift investment campaign, in accordance with the organisation's strategic goals and operational plan. They will also provide strategic fundraising support to other programmes in the Educate Together national office.

This work will include:

1. Managing a major gift fundraising campaign, to include planning, implementing, monitoring and reporting,
2. Identifying and prioritising potential major investors including within trusts and corporates through research and networking activities,
3. Managing relationships with existing and potential investors to maximise benefits to the organisation and to investors,
4. Organising meetings, events and other activities relating to the major gift campaign,
5. Working with the national office communications team to ensure that Educate Together's brand profile and online presence support fundraising activities,
6. Capturing the breadth of innovating teaching and learning within the Educate Together network in order to attract additional support,
7. Working with other national office staff to progress and develop opportunities to support the organisation's fundraising work,
8. Liaising with other national office staff to ensure major gift fundraising aligns with other fundraising and the organisation's work,
9. Maximising voluntary resources and managing budgets efficiently,
10. Managing and working with consultants and suppliers as required,
11. Preparing reports for the CEO, the Board of Directors and investors / funders,
12. Playing a full role in the development of the Educate Together national team,
13. Other related duties that may be assigned from time to time.

Person Specification

The Development Manager must be a self-starter, with the skills and experience to drive this project. They must be a 'good fit' with Educate Together's small national office team, and should enjoy finding innovative ways to make maximum use of limited resources. They should have the following characteristics:

1. Demonstrated capacity to manage a major gift investment campaign of this nature,
2. A proven track record of developing and maintaining quality relationships with major gift investors,
3. Proven ability in sales and marketing as they relate to fundraising,
4. Excellent interpersonal, presentation, report-writing and communications skills,
5. Relevant qualifications / training and a minimum of 3 years relevant experience,
6. Demonstrated capacity to use ICT effectively, and to manage contact information in a shared system (experience with Salesforce or other CRM desirable),
7. Ability to work in a team and independently,
8. Good understanding of major gift fundraising in Ireland,
9. Understanding of and commitment to equality-based education and Educate Together's strategic objectives (knowledge of Irish education system desirable),
10. Flexibility, determination and a positive attitude.

A high level of integrity, accountability, confidentiality, responsibility and flexible, constructive engagement is required in the carrying out of these duties.

Terms and conditions

The position is based at Educate Together's national office in Dublin's city centre. Full time hours are based on a 35 hour week, with some flexibility, and time off in lieu of working at evenings or weekends. A certain amount of domestic and foreign travel may be required. This position is placed on Educate Together's Specialist Officer / Manager Salary Scale. Starting salary will depend on qualifications and experience (circa €45,000-€55,000). A one year contract is envisaged initially, with the possibility to extend.

Applications

To apply, please send a concise covering letter (1 page max) and CV (3 pages max) to recruitment@educatetogether.ie by 5pm on June 29th 2018.

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