



### **About the Royal Dublin Society**

The RDS was founded in 1731 and is currently funded through membership subscriptions, commercial activity, and increasingly from external fundraising. Over the past three centuries it has been responsible for the establishment of many national institutions including the National Botanic Gardens (1795), the Veterinary College (1800), the National Gallery of Ireland (1854), the National College of Art and Design (1877), the National Museum of Ireland (1877), the Natural History Museum (1877), the National Library of Ireland (1877), the Radium Institute (1914) and the Crafts Council of Ireland (1971).

The RDS has an ambitious Foundation programme which acts to inspire future generations to fulfill their potential in the areas of Agriculture, Arts, Enterprise and Science. Currently, there are 17 projects which develop life skills in young people through innovative approaches; investment in talent through transformative projects and creating opportunities for learning. The RDS also has a Library & Archives which presents approx. 12 talks each year and 4 – 5 exhibitions.

The Membership body has grown from the original 14 inspirational founders to 3,500 Members today. The Society sources external funds for its programme through sponsorship, grants and from donations, either Members or other sources.

### **Role Profile**

Reporting to the Foundation Director, the Fundraising Manager will have a strategic focus on securing major gift support from individuals and Members.

## Job Description

**Title:** Fundraising Manager

**Reporting to:** Foundation Director

**Duration:** Three year contract

**Job Purpose:** To source gifts from individual donors including RDS Members

### Key Responsibilities

1. Implement the action plan derived from a three year strategy for fundraising, liaising with the Foundation Development Manager;
2. Achieve specified fundraising targets;
3. In consultation with the Foundation Director and Foundation Programme Managers, identify prospects from the membership body, developing individual cultivation plans for each;
4. In consultation with the Membership Development Manager use efficient and effective ways to engage the broader organisation in identifying prospects from beyond the membership;
5. Have one-to-one meetings with senior organisational voluntary officers, to map their networks;
6. Engage major donor prospects in the development of new, transformational projects;
7. As part of individual cultivation plans, develop engagement opportunities for key prospects including event invitations and individual meetings;
8. Develop and manage engagement events, ensuring they are strategically focused on fundraising including engaging targeted segments of the membership body;
9. Develop any identified advisory structures within the RDS as a proactive fundraising resource, proposing members as appropriate;
10. Manage and appropriately steward relationships with individual donors, introducing key personnel at appropriate times, preparing briefing material where required;
11. Develop and manage Member-based fundraising campaigns to include a regular giving campaign and legacy campaign in consultation with individual Foundation Programme Managers and the Marketing/Communications team;
12. Maintain and improve processes to manage and monitor the fundraising cycle with individual donors, liaising with the CRM Executive to produce reports on the fundraising cycle regularly for review by the Foundation Director and/or Chief Executive;
13. Input into the communication of project impact through annual reports, website, in-house publications and brochures, liaising with the Marketing/Communications team, Membership Development Manager, Foundation Development Manager and Foundation Programme Managers;
14. Undertake budget management, financial and evaluation reporting as required;

15. Prepare internal reports for the Board of Management, Foundation Board, and other internal bodies;
16. Participate in any other RDS projects, events or activities as directed by the Foundation Director/Chief Executive.

### **Person Specification**

#### **Experience:**

- At least 5 years' experience in developing and implementing fundraising strategies with evidence of significant increased funding for the organisation(s);
- Excellent understanding of fundraising best practice and charities' compliance;
- Excellent contacts in agriculture, arts, enterprise and/or science areas and proven experience of contact-building preferably within a cultural or industry-based organisation;
- Experience of change management is essential;
- A proven ability to achieve agreed engagement and fundraising targets is essential.

#### **Skills:**

- Strong communication, negotiation and influencing skills;
- Exceptional relationship builder and networker with a proven ability to inspire, engage and influence stakeholders, high-level relationships and partnerships;
- Excellent organisational, analytical and evaluation skills;
- Exceptional writing/editing and verbal communication skills;
- Demonstrable skills in adaptability and creativity;
- High level of computer proficiency that must include PowerPoint, Excel and Word with a good working knowledge of digital and social media.

#### **Qualifications:**

- Third level qualification;
- Appropriate fundraising training would be advantageous.

#### **Personal Attributes:**

- A highly collaborative, resilient, motivated self-starter who can operate and think strategically but also possesses a practical hands-on approach;
- Organised, results-oriented individual with the ability to empathise and adapt to the unique environment in which the RDS operates;
- Confident, articulate and credible with the proven ability to think/act quickly on his/her feet.

**Note: Candidates must have a full driving licence and own car.**