



Document Title: Job Description and Core Competencies

Role: Senior Manager – Membership & Projects

Salary: €40,000 - €50,000 (+ performance-related bonus)

Location: Blended

Involving on-site (Dublin 2), client-based (Dublin & National) & remote.

Our Mission

Business to Arts builds creative partnerships between arts and business; so that the creativity and acumen of both communities develop quality cultural experiences and world-class collaborations in Ireland.

Job Description and Core Competencies

The Senior Manager – Membership & Projects is one of *Business to Arts*' most central roles. Reporting to the CEO and Head of Communications & Partnerships, the successful candidate will guide and deliver *Business to Arts*' [Membership](#) programme, and oversee the development and delivery of member's projects, which include Advisory Services and Arts Funds.

The Senior Manager – Membership & Projects will be an excellent communicator and relationship manager, who adapts to a broad range of project needs and knows how to attract, build and maintain relationships with a variety of stakeholders.

The successful candidate will also have an eye for detail and have the drive to reach challenging revenue targets and KPIs. They will inspire those they interact with to commit to and support our mission to support the arts. They will form part of our executive leadership team and work with our Board to deliver on *Business to Arts*' Strategic Plan. They will actively deliver our strategy to increase opportunities for corporate engagement with *Business to Arts* and retain these relationships.

Key responsibilities:

- Developing and delivering *Business to Arts* membership programme, which includes:
 - Managing a varied portfolio of corporate members to strengthen their engagement with our organisation
 - Working collaboratively to identify, approach and convert new members, donors and patrons
 - Preparing for and managing the output of regular member, prospect and Development Subcommittee and Friends meetings
 - Managing resources and tasks amongst the Membership & Project Team in a blended work environment
 - Leading the development and use of Salesforce and Awardforce by our Membership & Project Team
 - Ensuring all possible leads are actioned by the Membership & Project Management Team
- Working collaboratively with the Head of Communications & Partnerships to:
 - Deliver the annual *Business to Arts* Awards
 - Plan and deliver regular communications to our subscribers and followers
 - Programme our annual calendar of member events
 - Develop and analyse membership surveys and reports (e.g. NPS surveys) to inform membership campaigns and track their results
- Providing Advisory Services to Patrons and Members
 - Overseeing the management of our advisory services offered to our members in the areas of Sponsorship, Philanthropy, Corporate Social Responsibility,



- Commissioning Art and Art Collection Management with other members of the Membership & Projects Team
- Proposal writing, negotiating and project management and delivery in collaboration with the Membership & Projects team
- Management
 - Overseeing all membership renewal invoices on a monthly basis and all related administration, CRM and accounting input
 - Updating and monitoring cashflow statements while ensuring membership and project budgets are up-to-date and within targets
- Reporting to, and working closely with, the executive leadership team and Board of *Business to Arts* on other tasks as required

Training, experience and qualifications required:

- 3-5 years' experience in membership management, client or project management
- A graduate in the area of business studies, marketing, arts management or a related discipline
- Proven experience in revenue generation, business development and achieving annual six-figure KPIs
- Experience in at least three of the following areas:
 - winning and managing a portfolio of client/member relationships
 - delivering projects on time and in budget
 - developing strategic communications, events and networking experiences
 - writing and negotiating sponsorship, CSR or similar agreements
 - managing third-party contractors
 - delivering unique events and networking experiences

Person Specification: knowledge, skill and abilities

- A team player with an open, positive, collaborative and flexible attitude
- An existing private sector network
- A self-starter, with the ability to work independently and to identify new opportunities
- Exceptional project management and analytical skills
- An interest and passion for the arts
- An interest in marketing, sponsorship, philanthropy and corporate social responsibility
- Excellent interpersonal skills, with a proven track record of building and maintaining relationships
- Advanced proposal writing, pitching, presenting and negotiating skills
- Attention to detail and ability to manage multiple projects, events and communication activities at once
- Digitally literate with advanced CRM skills and strong Excel project management experience
- Ability to attend events and off-site functions which may be outside normal working hours
- A full (clean) driving licence

To apply for the role

- Candidates can submit their application in confidence to **recruitment@businessstoarts.ie** Each application must include a concise cover letter (max. 1 page) outlining how they meet the above requirements and CV (max. 2 pages)
- **The deadline for applications is 5.00pm on Friday 7 January 2022**
- First round interviews are scheduled for the week commencing 17 January 2022 and will be subject to relevant COVID-19 guidelines at the time
- Applicants should be available to commence the role (ideally) in March 2022 or sooner