



Membership & Project Manager at *Business to Arts*

2-Year Contract

Salary: €32,000 - €38,000 (DOE)

Location: Blended

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

Job Description and Core Competencies

A Membership and Project Manager is a key role at *Business to Arts*. Reporting to the Head of Communications & Partnerships and Senior Manager – Membership & Projects, the successful candidate will work with the Membership & Project team to drive and deliver all aspects of our corporate membership programme and project work with our corporate members.

Membership and Project Managers are responsible for maximising income against challenging corporate membership and project revenue targets. They develop strategies to increase corporate engagement with *Business to Arts* through a range of project work (e.g. site-specific and company-based art commissions, client art collection management, donor-advised arts funds, arts sponsorships and arts-related CSR programmes).

The successful candidate will be dynamic and target-driven, with the ability to inspire others to commit to support *Business to Arts* and the Arts. They will be responsible for driving membership engagement and growth, stewarding and maintaining our membership base, and building a “family” of supporters of *Business to Arts* through excellent networking and partnership abilities.

THIS WILL BE ACHIEVED THROUGH:

- Managing and administering all aspects of *Business to Arts*' corporate membership programme.
- Managing a varied portfolio of corporate members, strengthening their engagement and implementing retention activities that are in line with the strategic objectives of *Business to Arts*.
- Conducting and analysing membership recruitment and retention surveys and reports to inform corporate membership campaigns and track results.
- Being the point of contact for all internal and external enquiries for corporate membership, relevant projects and arts funds and liaising with relevant colleagues as appropriate.
- Ensuring all possible corporate leads are actioned including proposal writing, pitching, presenting and negotiating as required.
- Planning and delivering oral and written communications that make a powerful and persuasive impact on intended audiences, in particular *Business to Arts*' corporate funders and members.
- Combining commercial acumen and budgeting expertise to ensure a sustainable future for *Business to Arts* through increasing membership.
- Developing membership opportunities for *Business to Arts* within the corporate sector through research, targeted appeals, relationship-building, individual approaches and presentations.
- Reporting to, and working closely with, the Head of Communications & Partnerships to ensure:
 - regular and targeted communications are issued to corporate members
 - a programme of engagement events are planned and executed to ensure growth and sustainability of the corporate membership base



TRAINING, EXPERIENCE AND QUALIFICATIONS DESIRABLE:

- 3 - 5 years' experience in an arts management or executive position (e.g. art management, curation, commissioning artists etc.)
- A graduate with a background in arts management, development, sales or fundraising
- A proven record in successful income generation from either commercial or not-for-profit sectors
- Demonstrable experience in winning and managing clients
- Account or relationship management experience
- Proven track record of researching and finding new business
- Experience in working to and achieving financial targets
- Previous experience of developing or working at events and strategic networking
- Event/project management experience

PERSON SPECIFICATION:

Knowledge, skill and abilities

- Enjoy an interest and real passion for the arts, demonstrated by a level of engagement and understanding appropriate to the role
- Exceptional interpersonal skills, with a proven track record of building and maintaining relationships
- Have a strong interest in current affairs, and knowledge of the business and art market-place in Ireland
- An existing network in business is desirable, though not essential
- Self-starter with initiative and drive, an ability to work independently, to think creatively and identify opportunities
- Excellent written and verbal communication skills
- Advanced proposal writing, pitching, presenting and negotiating skills
- Focussed on financial income targets and deadlines
- Exceptional administrative, financial and analytical skills, including planning and budgeting
- A team player with an open and flexible attitude
- IT literate: Familiar with using CRM systems (preferably Salesforce), excel and Microsoft office products, project management software and web applications including e-mail, e-marketing and social media
- A driver licence and ability to attend and complete member-related work off-site which may be outside normal working hours

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 1 October, 2021**
- Interviews are scheduled for Friday 8 & Wednesday 13 October, 2021 and are subject to relevant COVID-19 guidelines at the time
- Applicants should be available to commence the role, ideally, on or before Wednesday 1 December 2021