



FIRST FORTNIGHT
THE ART OF MENTAL HEALTH

Development Manager

First Fortnight

Job Specification

Job Title	Development Manager
Closing Date	Wednesday 12 th March 2025, 5pm
Interview Location	Dublin City Centre or Online
Enquiries	Name: Grace Kelly, General Manager Email: grace@firstfortnight.ie
Details of Organisation	<p>First Fortnight is a charity that challenges mental health prejudice through arts and cultural action.</p> <p>First Fortnight offers free Creative Arts Therapies to Children, Adolescents, and Adults experiencing homelessness or vulnerable to homelessness. We currently offer creative arts therapies in the modalities of Art, Music, and Drama. Our therapeutic services are based in Deis Schools, refugee centres, domestic violence refuge centres, and homeless services. We have a dedicated therapeutic space in Berkley Street, Dublin. First Fortnight offers adult and children's services in Dublin and Meath, and its Children and Adolescent Services in Donegal, Limerick, Kerry, and Kildare. In the past three years, First Fortnight has scaled from delivering Creative Arts Therapies in two counties to reaching vulnerable communities in six counties across Ireland.</p> <p>Each January, First Fortnight presents a two-week multi-disciplinary arts festival aimed at challenging the stigma associated with mental health and encouraging unscripted conversations about our mental health through the arts and culture. First Fortnight attracts leading National and International artists including Mary Coughlan, Harry Baker, Damien Dempsey, and Tolü Makay. This annual festival regularly receives high profile publicity including RTÉ News, front page images in the Irish Times and multiple radio appearances. In the last two years, artwork from our annual festival has toured internationally.</p>

Reporting Relationship	The successful candidate will report to the Chief Executive Officer and/or her designated person as appropriate.
Location	This role can be carried out on a hybrid basis. Hot desking facilities are available in the First Fortnight office in Dublin 8 and in person hours will be required at our therapeutic premises on Berkley Street, Dublin. There may be occasional travel to locations elsewhere in Ireland for team gatherings.
Role Specification	At an exciting time of growth, First Fortnight seeks a Development Manager. This new role in the organisation is a dynamic and creative role which is crucial to First Fortnight's continued growth. The successful candidate will play a central role in the grant management, corporate sponsorship, and fundraising activities for First Fortnight. This is a full time role which reports directly to the organisation's CEO. The person should thrive on building new partnerships, networking, and be an excellent relationship manager. First Fortnight operates across multiple sectors including mental health and the arts. The successful candidate will be excited to engage with a variety of funders across multiple sectors.
Core Duties and Responsibilities	<p>The Development Manager will be responsible for the organisation's fundraising efforts which enable First Fortnight to achieve its goals.</p> <p>GENERAL</p> <ul style="list-style-type: none"> - Work closely with First Fortnight CEO to identify suitable funding and revenue avenues for the organisation. - Collaborate with the CEO on a potential membership scheme. - Agree KPIs with the CEO and provide routine updates on progress. <p>FUNDRAISING</p> <ul style="list-style-type: none"> - Lead on the organisation's fundraising efforts including a fundraising strategy. - Collaborate with First Fortnight festival team to maximise opportunity for donations during the festival period. - Collaborate with management on delivering fundraising events. - Serve as point of contact for individual donors. - Manage group communications with individual donors. <p>CORPORATE PARTNERSHIPS</p> <ul style="list-style-type: none"> - Network effectively to seek suitable corporate partners for the organisation. - Develop suitable proposals for potential corporate partners. - Effectively manage relationships of all resulting partners. <p>GRANT MANAGEMENT</p> <ul style="list-style-type: none"> - Collaborate with Senior Management Team to oversee grants across the organisation from Government and philanthropic sources. - Collaborate in the development of creating and writing grant proposals and narratives. - Lead on research of current and potential grant funders for the organisation. - Collaborate with the relevant team members to prepare and deliver required reports to each funding bodies on grant delivery.

	<p>This role description is not intended to be a comprehensive list of all duties involved and successful candidates may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.</p>
<p>Person Specification</p>	<p>The successful candidate will be:</p> <ul style="list-style-type: none"> - An excellent communicator and storyteller. - A good team player. - A highly experienced and accomplished networker. - Highly proficient in office software including Microsoft office suite. - An expert in grant management and proposal writing. - Experienced in the non-profit sector. - Interested in the mental health and/or arts sectors.
<p>Eligibility criteria: Qualification and experience</p>	<p>Essential:</p> <ul style="list-style-type: none"> - At least 3 years' experience in a development or fundraising focussed role in a non-profit environment with tangible examples of achieving targets. - At least 3 years' experience in approaching and securing business from a mix of new and existing partners and funders. - Proven track record in grant writing, grant management, and proposal development. - Excellent communication skills with a track record in creating meaningful relationships. - Proficient in Microsoft Office, including Word, Excel, and Powerpoint. - An interest in the Arts, Mental Health and the wider non-profit sector. <p>Desirable:</p> <ul style="list-style-type: none"> - Experience in approaching and securing new corporate partnerships for non-profits. - Experience working within the arts and/or mental health sectors.
<p>Selection Process</p>	<p>Shortlisting will be carried out based on the information supplied in your application. The criteria for shortlisting will be based on the requirements for the role as outlined above.</p> <p>Shortlisted applicants will be called to interview. Interviews are provisionally scheduled for Thursday 27th and Friday 28th March in Dublin City Centre. Online interviews can be accommodated on request.</p>
<p>Term & Salary</p>	<p>This is an 18 month fixed term contract with the possibility of renewal at the end of the contract.</p> <p>A salary of €55,000 per annum is available for this role.</p> <p>A company laptop and phone will be provided to the successful candidate.</p> <p>Attractive benefits package.</p> <p>This role is subject to adequate references which will be requested after interviews.</p>

	Suggested start date for this role is April 2025, but this can be flexible if the successful candidate must work out a longer notice period.
--	--

First Fortnight is an equal opportunities employer.

We would like to encourage applicants from candidates coming from a diversity of national, ethnic or cultural groups (including, but not limited to Asian, Black, Traveller and minority ethnic, refugees, people with disabilities, working-class and LGBTQIA+ communities. We understand that imposter syndrome can prevent capable people from applying for jobs. If you are interested, please apply.

To apply, please submit a CV with an accompanying cover letter to grace@firstfortnight.ie no later than 5pm on Wednesday 12th March.

All applications will be treated with the strictest confidentiality.