

Baboró International Arts Festival for Children
Development Executive | Part-Time Role | Galway, Ireland

About the Role

Baboró seeks a driven and charismatic individual to continue the work of our current Development Executive, who is moving on to pastures new. The successful candidate will be a confident communicator with excellent networking and relationship management skills; you will have experience prospecting, developing and stewarding corporate partnerships, sponsorships, and relationships with high level philanthropic donors and individual giving.

Baboró is a registered charity with funding from the Arts Council and local authorities, as well as private grants, including Trusts and Foundations. These funds enable Baboró to deliver its annual festival, artist development programmes and arts in education projects. Corporate sponsorship and private donors are essential to Baboró's annual income stream. These partnerships, alongside public funding, make it possible for Baboró to present accessible world class performances and creative engagement opportunities to thousands of children in Galway each year.

We seek a self-starter to drive Baboró's annual fundraising efforts as well as the development and stewardship of key strategic partnerships. You will set and achieve annual fundraising targets as well as create opportunities for future income generation and multi-annual growth. You will play a vital role in generating resources that enable the delivery of Baboró's arts experiences to a wide variety of children, helping to break down barriers to access. You will be part of the fabric of Baboró as we amplify a culture of philanthropy from box office to Board.

You are enthusiastic in creating opportunities and building relationships. You enjoy pursuing targets but also understand the importance of nurturing long-term relationships with people and organisations who share our values. You will work with a small, dynamic and dedicated team of individuals passionate about the value of the arts in the lives of children.

Reporting to: Executive Artistic Director

Key Internal Relationships: Producer, Marketing Executive, Digital Marketing Coordinator, Board of Directors

Key External Relationships: Sponsors, Donors, Partners, Funders

About Baboró International Arts Festival for Children

Baboró is Ireland's flagship international arts festival devoted exclusively to children and families. In 2021, we celebrated 25 years presenting a multidisciplinary arts festival to thousands of children in Ireland from our Galway base.

Baboró is a not-for-profit dedicated to delivering a diverse creative programme from Ireland and around the world at its annual festival. Throughout the year Baboró delivers an exciting portfolio of projects that support artists and educators in their endeavours to inspire children to engage with the world through their experience of the creative arts.

Baboró is funded by the Arts Council, locally by Galway City and County Council, and a variety of other national funds alongside corporate sponsorship and donations. Baboró is in partnership with domestic and European organisations and agencies in the development of the creative arts for children. Baboró also undertakes several arts in education projects to deepen our engagement with school communities throughout Galway city and county. This year's festival will take place from October 14 - 23, 2022.

Duties & Responsibilities

Fundraising and Relationship Development

- Achieve ambitious annual fundraising targets with a combination of corporate partnerships and donor programmes.
- Ensure excellent stewardship of existing corporate sponsors and partners, identifying upgrade opportunities, bringing existing partners up the value chain.
- Identify and prospect potential strategic alliances and donors, creating a clear pipeline of future funding.
- Develop and nurture strong relationships with key decision makers within current and prospective sponsorship partners and funding organisations.
- Collaborate with Baboró's marketing team to meet commitments to sponsors and partners and promote Baboró's donor programmes.
- Design, manage and deliver fundraising initiatives and events throughout the year and at festival time, as appropriate.
- Source in-kind support to supplement Baboró's budget costs.
- Represent Baboró at business and community networking events in Galway and further afield, as appropriate.

Planning and Reporting

- Work closely with the Director and Baboró Board to develop an annual fundraising plan to achieve Baboró's ambitious fundraising targets and strategic goals.
- Present an annual fundraising report to the Director and Board at year end.
- Work closely with the wider team to identify collaborative partnerships that meaningfully and ethically align with Baboró's goals, ambitions and artistic vision.
- Maintain clear and accurate records of funding income, expenditure, invoices and partnership contracts and agreements.

General

- Gain an understanding of Baboró's ethos, values, programme and strategic priorities.
- Collaborate with the Baboró team and support activities across the whole organisation as appropriate.
- Participate in relevant upskilling and development courses, as appropriate.
- Be an advocate for the rights of all children to access world class arts.
- Flexibility for other duties that may be assigned from time to time.

Candidate Experience and Qualities

Essential Skills and Experience

- A dynamic and resourceful person who enjoys working to targets and deadlines with at least three years' experience in a fundraising, sales & marketing, or similar role.
- Experience in engaging and cultivating relationships with key corporate and private donors and funders or have similar experience within sales and marketing.
- Excellent interpersonal skills and strong networking, relationship and partnership building skills.
- An effective oral and written communicator who can communicate Baboró's essential messages to a variety of audiences and stakeholders.
- An ability to identify and develop quality strategic relationships for Baboró.
- Strong organisational and planning skills with ability to prioritise and work calmly under pressure to multiple deadlines in a vibrant environment.
- An individual who works well using their own initiative whilst also contributing to a small and agile team.
- Excellent administration, record keeping, budgeting and reporting skills.
- Excellent written, verbal and visual communication skills with an eye for detail.
- Language skills – proficient in written and oral English. Gaeilge and other languages are an advantage.
- Proficiency in MS Word, Excel, PowerPoint and digital media platforms.
- A friendly, warm and approachable personality.

Desirable Skills and Experience

- A passion for the arts, particularly work for children.
- A belief in the right of every child to enjoy and participate in the creative arts.
- Experience in writing successful funding and grant applications.
- Experience in the use of CRM systems.

Terms of Contract of Employment

This is a part-time position (3 days a week) and offers a 3 year fixed term employee contract, subject to 9 months probation.

Working Hours

Our standard office hours are 9.30am – 5.30pm, Monday – Friday. The role's work week will be agreed between the candidate and Baboró considering the needs of the individual and organisation. This role will include occasional work outside agreed office hours, especially in October. It may involve some travel from time to time.

Baboró's offices are located in Galway city centre. You should be based in Galway and available to work either from home or from our office, depending on the needs of Baboró and current government restrictions.

Remuneration

€33,000 - €38,000 (pro rata) depending on experience and performance.
2% pension contribution, following completion of one year's service.

Holidays

20 annual leave days (pro rata) plus up to 4 company days per annum.

Application and Key Dates:

Please send a cover letter and short proposal for the work setting out why you feel you are the most suitable candidate to undertake this work (2 pages max) along with your current CV (2 pages max) to admin@baboro.ie. If you have any questions about the role or need assistance with your application please contact the team via email admin@baboro.ie.

Application Closing Date

Monday 23 May 2022, 17.00

Interview Date

Friday 27 May 2022

Interviews will be held in person in Galway.