### Post Specification

<table>
<thead>
<tr>
<th><strong>Post Title:</strong></th>
<th>Fundraiser / Development Manager</th>
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<tbody>
<tr>
<td><strong>Post Status:</strong></td>
<td>3 year contract</td>
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<tr>
<td><strong>Discipline/Faculty:</strong></td>
<td>Science Gallery</td>
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<tr>
<td><strong>Salary:</strong></td>
<td>This appointment will be made on the Administrative Officer 2 scale in</td>
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<tr>
<td></td>
<td>line with current Government Pay Policy</td>
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<tr>
<td><strong>Closing Date:</strong></td>
<td>12 noon on Monday, 11&lt;sup&gt;th&lt;/sup&gt; April, 2011</td>
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### Post Summary

Since opening its doors in February 2008, Science Gallery, Trinity College Dublin, has welcomed over 750,000 visitors to 14 exhibitions bridging science and the arts, exploring themes ranging from epidemics and the science of fashion to music and the body. It has received extensive national and international media coverage valued at over 5m and numerous awards including Special Commendation for Innovation in the Museum Sector at the European Museum of the Year Awards and the Irish Times Living Dublin Award for Culture and Tourism. Failte Ireland has also rated Science Gallery as the 8<sup>th</sup> most popular free visitor attraction in Ireland.

This 3 min videoclip gives a sense of Science Gallery:
[http://www.youtube.com/watch?v=7HDAeU5kR9s](http://www.youtube.com/watch?v=7HDAeU5kR9s)

And below is a link to a PDF of our Annual Review:

The Science Gallery Governance Board comprises business and opinion leaders with well-established international networks.

The Gallery, now entering its 4<sup>th</sup> year of operation, is recruiting an enthusiastic and motivated person to fundraise and cultivate new and existing relationships with supporters with the goal of Science Gallery achieving long-term financial sustainability.

Reporting directly to the Science Gallery Director and liaising with the Trinity Foundation (An independent charity set up in 1994 with its sole purpose to support TCD’s implementation of ambitious educational, research and outreach programmes through fundraising. For more details please visit [http://www.tcd.ie/trinityfoundation/](http://www.tcd.ie/trinityfoundation/)), the successful candidate will be passionate about the mission and vision of Science Gallery and have an understanding of our core values and programme of activity. With Dublin’s tenure as City of Science in 2012, Science Gallery has a unique opportunity to play a key role in transforming the whole City into a space for creative engagement with science and culture.

The successful candidate will be a self-starter with the ability to take ownership of initiatives and to see them through to a successful conclusion. Proven experience in fundraising and/or business development, excellent proposal-writing skills and experience of creating strong and fruitful relationships, will be required. High levels of energy and dynamism, together with
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excellent communication and influencing skills will be vital.

This role is part funded by the Trinity Foundation, and it is expected that the successful candidate will liaise on a regular basis with the Trinity Foundation, to maximize fundraising synergies between Science Gallery and the rest of Trinity College Dublin and to ensure there is a coordinated and optimal approach to potential prospects.

**Key Duties**

The duties will include, but are not limited to the following:

- Work with Science Gallery Director and team to identify and develop new corporate and foundation partnerships
- Stewardship of ongoing relationships with key partners, e.g. Google, Dell, Wellcome Trust, ensuring that partners are engaged and have involvement with Science Gallery activities both currently and going forward
- Cultivate and develop relationships with government agencies and relevant local organisations eg IDA, Enterprise Ireland, Arts Council, Culture Ireland
- Identify and achieve philanthropic support from high net-worth individuals
- Cultivate involvement from national and international foundations/trusts
- Cultivate partnerships with local organisations eg Dublin City Council, Dublin City Enterprise Board
- Stewardship of existing relationships with partners (through organizing partner events, supporters lunches, regular briefings etc) and ensuring their continued involvement
- Identifying potential funding sources and writing and co-ordinating the submission of funding proposals, specifically but not exclusively European Framework Programme proposals
- Work with Science Gallery Director in identifying and following up potential prospects both nationally and internationally, organising prospecting meetings and events and following up on those meetings / events
- Work with Science Gallery programming and operations team to drive donations and in-kind support programme
- Work with Trinity Foundation to ensure fundraising synergies between Science Gallery and the rest of Trinity College are maximized, and to ensure that approaches to prospects are coordinated. It is anticipated that this aspect of the role will take up no more than 1 day a week.
- The Science Gallery consists of a small but very dynamic team and during exhibitions and events all staff are expected to take an active involvement in the delivery to ensure the best possible experience for visitors.

**Essential Skill-set**

- Passionate about Science Gallery and its mission
- An interest in current science, technology and the arts/culture would be of considerable advantage
- Excellent networker with proven experience of working with key stakeholder audiences at a level similar to those of the Science Gallery (eg government, foundations, university
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- Demonstrated fundraising experience with proven track record or equivalent (private sector sales experience in a target driven environment would be considered as comparable)
- Excellent organizational and time management skills with experience of working in an deadline driven environment. Self motivated and can demonstrate experience of structuring thier own workload and timelines.
- Excellent verbal communication skills, specifically with meeting and presentations skills. Candidates should that during the interview process they will be required to prepare a presentation.
- Experience of writing and being awarded both commercial and statutory funding proposals is essential. Experience of writing and winning competitive scientific research proposals would also be advantageous, specifically European Framework Programme
- Flexibility of approach is essential. As described in the job specification, an ability to multi-task and take on different roles depending on the demands of the Gallery is required.
- Strong computer skills – MS Office, Powerpoint, Web research are essential. This role will produce all of it’s own paperwork, Experience with fundraising tools/CRM would be beneficial.

Application Requirements

Along with a covering letter and CV including the names and contact details of three referees (preferably with their email addresses), candidates should address the following screening questions in an accompanying document or as part of your Cover Letter. Candidates who do not specifically respond to these screening questions will not be included in the shortlisting process;

- Give details of when you have worked in a target driven environment, indicating whether targets were personal or group, and whether they were achieved.
- Indicate a time when you have worked on your own initiative and how you motivated yourself to deliver.
- Citing examples from your own experience, describe what IT tools that you used which assisted you to work in an efficient manner.

Candidate should note that the interview process will also include a writing sample and presentation to be delivered to the interview committee. Details of this will be communicated to the shortlisted candidates.
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Trinity College Dublin

Founded in 1592, Trinity College Dublin is the oldest university in Ireland and one of the older universities of Western Europe. On today’s campus, state-of-the-art libraries, laboratories and IT facilities, stand alongside historic buildings on a city-centre 47-acre campus.

Trinity College Dublin offers a unique educational experience across a range of disciplines in the arts, humanities, engineering, science, human, social and health sciences. As Ireland’s premier university, the pursuit of excellence through research and scholarship is at the heart of a Trinity education. TCD has an outstanding record of publications in high-impact journals, and a track record in winning research funding which is among the best in the country.

TCD has developed significant international strength in its research in eight major themes which include globalisation; cancer; genetics; neuroscience; immunology and infection; communications and intelligent systems; nano and materials science as well as Irish culture and the creative arts. TCD aims to become the world reference point in at least one of these areas of research in the next 10 years.

Its current flagship interdisciplinary research institutes are in areas such as molecular medicine, neuroscience and international integration studies and nanostructures and nanodevices. The construction of Ireland’s first purpose built nanoscience research institute was opened in January 2008, which houses 150 scientists, technicians and graduate students in specialised laboratory facilities. The building also includes an innovative public venue, the Science Gallery. The Biosciences Development is due for completion in mid 2011 and is the most ambitious construction project in Trinity College’s history. This Development will define the scientific research landscape in Trinity College and will allow Ireland to take an international lead on the delivery of quality pharmaceutical and biotechnology research infrastructure. The building will be central to the redevelopment of Pearse Street.

The Library of Trinity College is the largest research library in Ireland and is an invaluable resource to scholars. In addition to purchases and donations accrued over four centuries, the College has had 200 years of legal deposit. By this right Trinity can claim a copy of every book published in Ireland the UK. The Library has over 4.25 million books, 22,000 printed periodical titles and access to 60,000 e-journals and 250,000 e-books. The Library’s research resources also include internationally significant holdings in manuscripts (the most famous being the Book of Kells), early printed material and maps. Its collections and services support the College’s research and teaching community of 15,000+ students and academic staff.

Trinity continues to attract intellectually strong students from Ireland and abroad. More than half of its incoming undergraduates have earned in excess of 500 out of a maximum 600 points in the national Leaving Certificate examination. The accessibility of a Trinity education to all students of ability is also very important. Trinity College was the first university in Ireland to reserve 15% of first year undergraduate places for students from non-traditional learning groups – students with a disability, socio-economically disadvantaged students as well as mature students. The College has met its target in this respect. There is also an exciting international mix of its student body where 16% of students are from outside Ireland and 40% of these students are from outside the European Union. TCD students also have an opportunity to study abroad in other leading European universities through Trinity’s partnership agreements.
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Students also benefit from a scholar teacher model where they have the opportunity of being taught by world-leading experts in their field. Interdisciplinarity forms a key element in the College strategy in increasing Trinity’s international standing as a research-led university.

Many of Trinity College Dublin’s alumni have helped shape the history of Ireland and Western Europe. They include author, Jonathan Swift, philosopher, George Berkeley, political philosopher, Edmund Burke, wit and dramatist, Oscar Wilde, historian, William Lecky, religious scholar, James Ussher, scientists, John Joly, George Johnstone Stoney, William Rowan Hamilton and physicians, William Stokes and Denis Burkitt.

Two of Trinity College’s alumni have won Nobel prizes – Ernest Walton for Physics in 1951 and Samuel Beckett for Literature in 1968. The first President of Ireland, Douglas Hyde was a graduate as was the first female President of Ireland, Mary Robinson.

The Selection Process in Trinity

- The Selection Committee (Interview Panel) may include members of the Administrative and Academic college community. An External Assessor may also sit on this selection committee.

- Applications will be acknowledged by email. If you do not have confirmation of receipt within 1 day of submitting your application online, please get in touch with us immediately and prior to the closing date/time.

- Given the degree of co-ordination and planning to have a Selection Committee available on the specified date, the College regrets that it may not be in a position to offer alternate selection dates. Where candidates are unavailable, reserves may be drawn from a shortlist.

- Outcomes of interviews are notified in writing to candidates and are issued no later than 5 working days following the selection day.

- In some instances the Selection Committee may avail of telephone or video conferencing for interviews.

- The College’s selection methods may consist of any or all of the following:
  - Interviews
  - Presentations
  - Psychometric Testing
  - References

- It is the policy of the College to conduct pre-employment medicals/pre-employment medical screening.

- Information supplied by candidates in their application (Cover Letter and CV) will be used to shortlist for interview.
Equal Opportunities Policy

Trinity College Dublin is an equal opportunities employer and is committed to the employment policies, procedures and practices which do not discriminate on grounds such as gender, marital status, family status, age, disability, race, religious belief, sexual orientation or membership of the travelling community.

Pension Entitlements

This is a pensionable position. Details of the applicable Pension Scheme will be provided to successful candidates.

The Normal Retirement Age for pension purposes is 30 September on or after your 65th birthday and the terms of the Public Service Superannuation (Miscellaneous) Provisions Act 2004 presently apply.

Application Procedure

Candidates should submit a detailed cover letter together with a full curriculum vitae to include the names and contact details of 3 referees (email addresses if possible) and responses to the screening questions via e-Recruitment:

APPLICATIONS WILL ONLY BE ACCEPTED VIA E-RECRUITMENT

If you have any query regarding this, please contact:

Ms. Joanne Smith, Recruitment Executive, Staff Office, House No. 4, Trinity College Dublin
Tel: +353 1 896 1749
Email: joanne.smith@tcd.ie

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1 The Public Service Superannuation (Miscellaneous Provisions) Act 2004 set a minimum retirement age of 65 and removed the upper compulsory retirement age for certain New Entrants to the Public Sector on or after 1 April 2004. In the December 2009 Budget, the Government indicated its intention to (i) increase the minimum retirement age for all new Public Servants to equal the qualifying age for the Irish State Pension that is anticipated to be 67 for the foreseeable future; and (ii) to again introduce an upper compulsory retirement age of 70 initially. Legislation is pending and this appointment will be subject at all times to the provisions of such legislation.