IAF

Manager, Development and Fundraising

Job Description

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Job Title: Manager, Development and Fundraising (Maternity Cover)
Status: Full-Time
Contract: 12-months Fixed-Term
IAF Level: Manager Level
Salary: €50,000–€53,000 per annum, commensurate with experience
Posting Date: Thursday 5 November 2026
Deadline: Monday 7 December 2026
Interviews: Shortlisted candidate interviews to take place in the week commencing 14 December.

1.0 Organisational Background

The Irish Architecture Foundation (IAF) is an independent organisation, founded in 2005, to connect people with architecture. Working across the island of Ireland, we bring audiences together to experience, explore and discuss the ways architecture shapes our lives, individually and collectively, as communities, as a culture and as a nation.

Through festivals, exhibitions, placemaking and learning programmes, IAF expands knowledge and understanding, sparks new ideas and advances new thinking about the role of architecture and the built environment in our shared future. Our work creates opportunities for participation, dialogue and collaboration, supporting a more informed, engaged and imaginative public.

A not-for-profit charity, IAF is principally funded by the Arts Council / An Chomhairle Ealaíon and additionally funded by the Department of Housing, Local Government and Heritage, the National Built Heritage Service, the Office of Public Works and Dublin City Council.

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IAF partners with individuals, organisations, Government agencies, educational institutions and communities to deliver impactful programmes that build civic pride, inspire action and deepen engagement with architecture.

2.0 Role Outline

IAF is seeking to recruit a dynamic, experienced and highly motivated professional to fulfil the full-time role of Manager, Development and Fundraising (Maternity Cover).

IAF raises significant corporate sponsorship for its programmes and cultivates high-level corporate relationships through the IAF Friends programme. We need to maintain, steward and grow this support base. This role is central to the continued development of the IAF and there is potential to attract greater support for our organisation through a strategic fundraising plan that connects our programme with institutional marketing.

The successful candidate will play a significant role in the continued development and delivery of the IAF's development and fundraising initiatives, building on the IAF's successes to date. They will also contribute to year-round programme, partnerships and organisational development in line with the ongoing strategic development of the organisation.

The key focus of this role is revenue generation through bespoke engagement initiatives, including the Friends and Corporate Circle programmes; excellent relationship management across corporate sponsorships and partnerships; and the cultivation and stewardship of long-term relationships with supporters and funders.

IAF has ambitious plans to grow over the next three years, and central to our plan is an increase in self-generated resources. We envisage a period of intense and sustained capacity-building over the coming year, during which the Manager will play a pivotal role. The Manager will also work closely with the Director and Senior Management Team to develop new revenue streams in support of IAF's strategic plan to establish a permanent venue for architecture in Ireland.

The ideal candidate will have demonstrable knowledge and experience across fundraising, sponsorship and corporate relationships. They will also have a knowledge of, and interest in, architecture, art and design, alongside a solid understanding of the arts, culture and not-for-profit sectors.

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The role is based at the IAF's HQ on 15 Bachelors Walk, Dublin 1, with some hybrid working negotiable. The position is offered on a full-time, fixed-term basis for 12 months with a 3-month probation period.

3.0 Role Reporting

Reporting to:	Director
Key Internal Relationships:	Senior Managers Communications Team Programming Team Chair Board's Strategic Development Committee
Key External Relationships:	Arts Council / An Chomhairle Ealaíon Corporate Sponsors Partners Friends

This job description outlines the key duties and responsibilities of the role, including relationship management, sponsorship research, fundraising and development planning and the cultivation and activation of supporters and partners.

4.0 Application Process

Please email a letter of application (max. 2 pages), outlining relevant skills and experience, together with your CV (max. 5 pages) to Emmett Scanlon, Director, at opportunities@iaf.ie with 'Development Manager' in the subject line.

The application deadline is 5pm on Monday 7 December 2026.

Only shortlisted candidates will be contacted, with interviews expected to take place in the week commencing 14 December, with an anticipated start date of January 2027.

IAF is an equal opportunities employer.

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5.0 Outline Contract Details

Contract: 12-month maternity cover contract
Remuneration: €50,000–€53,000 per annum
Start date: January 2027
Probation: 3 months
Hours: Usual working office hours 37.5 hours per week, Monday–Friday

Regular attendance in Bachelors Walk, Dublin 1 is a requirement of appointment. Hybrid working may be possible upon request.

6.0 Primary Role Requirements

- Maintain and develop effective fundraising systems, processes and records to support the delivery of the fundraising strategy, including the management of funding pipelines and supporter information.

- Implement and update the Development Plan to deliver the key objectives of IAF's Strategic Plan.

- Identify, cultivate and secure new sources of income while actively managing and renewing existing funding commitments and sponsorships. This includes making direct approaches, pitches and funding requests to prospective and existing corporate sponsors, partners, trusts and philanthropic supporters.

- Increase income generation and diversify funding streams to support the IAF's cultural programme and strategic ambitions across an exciting portfolio of initiatives, including IAF's Festivals, Exhibit, Place, Learn and Futures programmes.

- Manage and expand the existing Friends' programme (all levels), increasing income through the recruitment, retention and stewardship of supporters and developing bespoke cultivation events.

- Research and cultivate relevant corporate prospects for sponsorships and partnerships, building a strong pipeline and delivering high-quality proposals and supporting materials.

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- Manage external relationships effectively to foster positive, mutually beneficial partnerships with corporate partners, sponsors and philanthropic supporters, ensuring effective stewardship and delivery of agreed partnership benefits.

- Support the Director in preparing annual and project funding grant applications and funding proposals, including research, data collation, grant administration, monitoring of funding situations and deadlines, and funder reporting.

- Achieve agreed annual fundraising targets, monitor income against targets and contribute to fundraising forecasts and financial reporting.

- Develop and manage a range of budget-relieving Gift in Kind partnerships to support activities (e.g. hotel and hospitality partners, etc).

- Manage the administrative functions associated with the role efficiently, including the preparation and timely submission of detailed reports for the Board on a quarterly basis and other regular reporting as required.

6.1 Secondary Role Requirements

- Work collaboratively with IAF's communications team to develop and deliver fundraising communications, supporter engagement initiatives and sponsorship recognition activities.

- Ensure that fundraising materials, sponsorship proposals and donor communications are consistent with IAF's brand and organisational messaging.

7.0 Candidate Experience

- Minimum 3 years' experience in a development, fundraising, corporate relationships or sales role and a proven track record of managing and/or contributing to development, fundraising and marketing campaigns in an arts and culture environment.

- Proven experience in developing funding proposals, making direct fundraising pitches and asks and securing financial support from corporate sponsors, philanthropic supporters and other funding partners.

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- Knowledge of and expertise across key fundraising platforms and be aware of trends and developments in charity and fundraising sectors.

- Relevant third-level qualification in a relevant discipline.

7.1 Candidate Skills, Capacities and Knowledge

- Flair and creativity to devise effective fundraising and relevant marketing strategies.

- Strong research and presentation skills and excellent writing skills with a keen attention to detail.

- Ability to work in a busy environment, with a high level of organisation and effective communication skills.

- Excellent time and project management skills, with motivation, energy and a results-driven approach.

- Strong relationship skills, a positive attitude and exemplary teamwork skills.

- Ability to combine vision with initiative to make things happen.