



Employment Information Package  
**Membership and Development Officer**

**Job Title:** Membership and Development Officer  
**Contract status:** Permanent, full-time  
**Reports to:** Head of Development, Chester Beatty Library  
**Location:** Chester Beatty Library, Dublin Castle, Dublin, Ireland  
**Date:** November 2017

### **The Chester Beatty Library**

The Chester Beatty Library contains a world famous collection of manuscripts, prints, miniature paintings, early printed books and objets d'art from countries across Asia, the Middle East, North Africa and Europe. The Collection is principally focused on the written word and its associated painted and printed images.

The Chester Beatty Library is one of Ireland's national cultural institutions. It is a public charitable trust established under the will of the late Sir Alfred Chester Beatty and is governed by a Board of Trustees. Our mission is to maintain and preserve the Library's collections and to make them available in the most appropriate ways for the use and enjoyment of the public and for scholarly study and research, in order to promote a wider appreciation and understanding of the international cultural heritage embodied in the collections and to foster relations between Ireland and the peoples whose cultures are represented in the collections.

For more information on the Chester Beatty Library, its holdings and a full schedule of events and activities please visit [www.cbl.ie](http://www.cbl.ie).

### **Summary Job Purpose**

One of the Library's key objectives in our current Strategic Plan 2016-2020 is to develop the potential for further self-generated income. The Library is supported by a very popular and successful Friends Membership Programme which comprises an exceptional group of individuals who share a passion for exploring world cultures.

Reporting to the Head of Development, the Development Executive will have responsibility for the management, growth and day-to-day operation of the Friends Membership Programme. S/he will plan and manage all Friends-related events, including tours, films and exhibition openings. S/he will also assist with the management of events that are part of our day-to-day public programme and support the Head of Development with corporate fund-raising and related administrative duties.

The Chester Beatty Library is a collaborative organisation and the global nature of the collections are reflected in our multicultural and intercultural programming. With a strong understanding of and passion for the arts, the successful candidate will be an energetic and

self-motivated individual with excellent interpersonal skills. S/he will form part of a small but dynamic team with the flexibility to adapt to the Library's constantly changing environment.

### **Key Responsibilities**

- Manage all aspects of the Friends Membership Programme including the programming of events, communications, marketing, financial management and administration
- To be the first point of contact and the relationship manager for all existing and prospective Friends
- Devise and implement sales strategies to grow the membership base while ensuring the retention of existing Friends
- Seek to graduate donors through the various levels of memberships
- Work with the Events Coordinator to ensure smooth running of all Friends' events
- Produce regular financial reports
- Complete all day-to-day administration of the programme through the CRM system
- Support the Head of Development on fundraising-related activities and assist with identifying and cultivating new relationships
- Work with colleagues across the CBL to generate content for the Friends section of the website, newsletters and e-zines
- Liaise with designers and suppliers to create Friends promotional materials
- Lead Friends outings, trips and holidays
- Work with the Head of Development to build partnerships and collaborations with membership groups in peer organisations
- Such other duties as may be required from time to time

### **Required Skills**

#### **Essential**

- 2 years previous fundraising, direct sales or account management experience
- Experience of similar membership programmes and the planning and delivery of events
- Excellent communication skills with the ability to communicate convincingly to a diverse range of people both in writing and in person
- Excellent interpersonal skills and ability to build long-term and positive relationships with existing and potential supporters
- Strong organisational skills with the ability to plan ahead and prioritise workload- the ability to remain calm and focussed while working under pressure
- Strong financial acumen and ability to work to targets
- A creative thinker and problem solver that can identify opportunities to promote support for the CBL across the different levels of giving
- Flexible and professional approach, able to work as part of a multi-disciplinary team and on own initiative
- Efficient administrator with attention to detail and with Advanced Microsoft Office (Outlook, Word, Excel, Powerpoint)

- Experience of effectively using Fundraising/Relationship databases
- An interest in arts and culture and a commitment to the work of the Chester Beatty Library

#### **Desirable**

- Excellent IT skills and a proven ability to identify opportunities to utilise technology to automate, streamline and improve work processes
- A third level qualification or equivalent in arts administration/marketing/business/fundraising/event management
- Knowledge of the Irish language will be considered an advantage.

#### **Conditions**

- The post will be subject to satisfactory Garda clearance, a medical check and a probationary period of 1 year.
- This role has a requirement for flexibility in attendance hours and will require frequent attendance at weekends and evenings
- There is also a requirement to travel in Ireland and abroad from time to time.

#### **Salary**

In line with Department of Public Expenditure and Reform regulations and guidelines on public service pay, an incremental salary scale applies (Executive Officer standard) and all new entrants from outside the Irish public/civil service will be required to commence employment at the minimum point of the scale which is €28,739 per annum. They will also be required to join the Single Public Service Pension Scheme.

#### **Annual Leave**

The annual leave allowance will be 23 working days a year, subject to the usual conditions regarding the granting of annual leave, is on the basis of a five day week and is exclusive of the usual public holidays.

## **Application Instructions**

To apply, interested candidates should submit a cover letter expressing interest in the position and outlining relevant experience, together with a complete curriculum vitae and the names and contact information (mail, e-mail and telephone numbers) of two referees to:

Mary Corless  
Human Resources Manager  
Chester Beatty Library  
Dublin Castle  
Dublin 2  
Ireland

Or by email to: [personnel@cbl.ie](mailto:personnel@cbl.ie) with "Membership and Development Officer" in the subject line

Closing date for receipt of applications is Friday, 5 January 2018

Canvassing will disqualify.

Referees will not be contacted until the search committee has informed the candidate of doing so.

***The Chester Beatty Library is an equal opportunities employer.***

**Please note:** All data received relating to the application will be held in line with the Library's record retention policy.