

## **Age & Opportunity Funding and Sponsorship Manager Job Description**

The Funding and Sponsorship is a key role that will report directly to the CEO of Age & Opportunity. The focus of the role will be to develop and deliver a stream of income through public, private and philanthropic funding and corporate sponsorship.

This is initially a fixed term two year specified purpose contract, with flexible working hours, and is offered at a salary in the range of €50,000 per annum.

### **Strategy, planning and reporting**

- To develop targeted strategies to maximise income from a variety of sources to fund the work of Age & Opportunity.
- To work closely with the CEO to agree priorities and targets and effectively manage the delivery of the business plan.
- To provide annual financial forecasts and update these on a monthly basis, reflecting funds raised. To report monthly to the CEO on progress against specific activity and financial targets.

### **Sponsorship and Partnership Development**

- To research and develop leads with current and prospective funders, supporters and partners and build a network of interested funders and companies.
- To develop bespoke presentations, including market research and data to build proposals based on the policy and business needs and marketing objectives of existing and potential sponsors.
- To build working relationships with colleagues on the senior management team across all programmes and functions of Age & Opportunity.
- To use marketing materials and sponsorship propositions to build and demonstrate marketing partnerships around Age & Opportunity's portfolio of programmes.
- Develop new programmes to engage funders, donors, sponsors and supporters at different levels.
- Be a point of contact internally and externally for all new funding and sponsorship related activity and manage relationships with prospects, donors and funders on an ongoing basis.

## **Business Development**

- To identify potential markets for Age & Opportunity's courses, consulting services and training programmes and work with the Active Citizenship and Lifelong Learning team to maximise these opportunities.
- To identify new business opportunities for Age & Opportunity to maximise return from its portfolio of offerings to local government and the private sector.

## **Friends and Supporters**

- To build on the pilot Friends of Bealtaine and County Champions programme. Put in place a year round marketing plan and deliver on new supporter targets.

## **Manage all Grant Applications**

- Work with colleagues in the senior management team to identify funding opportunities for trusts, foundations and government funders and create tailored proposals.
- Research and identify trust, foundation and statutory grant schemes that are relevant to Age & Opportunity and project manage the timely development and delivery of applications, working across the departments at Age & Opportunity to secure the necessary information for the proposals.
- Manage the reporting and governance requirements with all funders and sponsors.

## **Other Responsibilities**

- To contribute, as an active member of the team, to the development and support of other initiatives within the organisation
- To promote and represent Age & Opportunity on committees and at events as requested.
- To operate within agreed budgets seeking authorisation for expenditure and to be accountable for such expenditure authorised, and to ensure the appropriate coding of expenses.
- To follow the procedures outlined in Age & Opportunity's Staff Manual and procedures.
- To undertake any other tasks as may from time to time be requested.