

## Strategic Development Manager (Part-time) Job Description for Two Year Fixed Term Contract

### The Role

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SSGT is seeking to recruit an experienced Strategic Development Manager (part-time) to work closely with the Executive Director on a fixed term project to contribute to organisational sustainability.

Over the next two years, SSGT proposes to consolidate its processes and develop its donor base to ensure it can achieve its current and future strategic goals. Support is needed in strategic development, donor relations and development and stakeholder engagement, operational systems and procedures, communications and governance to support our engaged, relational and outcomes driven approach to strategic philanthropy.

This role is a great opportunity for an experienced senior manager with excellent communications and analytical skills and who is well networked to support our development.

### Key objectives of the Role

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Reporting to the Executive Director, the Strategic Development Manager will have at least 5 years' experience in senior management, including strategic development, communications, public affairs and governance. This is a hands-on position which involves supporting the functions of the entire team at SSGT – designing and implementing processes and strategies which improve the sustainability of the organisation at a number of levels. A key function is to support the Executive Director to maximise the funding sources available to SSGT to achieve its mission by building and developing key relationships.

The successful candidate will have a proven strong commitment to human rights, equality and social justice. They will also have excellent writing skills, with an ability to write quickly, concisely and accurately.

The successful candidate will ideally come from a community, voluntary or philanthropic background. They will be skilled and confident in engaging with statutory and civil society organisations at a senior level. Flexible and creative in their approach, the Strategic Development Manager will be very comfortable networking and managing simultaneous projects and initiatives, including SSGT's strategic communications policy. They will work in a proactive and self-sufficient way, managing their functions and identifying collaborations that will add value to SSGT's strategic development.

As part of this role there is a need for the person to be able to manage social media accounts for the organisation, adding posts and general messaging and updating the website. SSGT uses Salesforce and familiarity with a CRM is useful. Proficiency in information technology is required – training on new software is available.

### Key information about this role

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- This is a 3 day a week fixed term role for two years.
- A probationary period of 6 months will apply.
- This role will be based at the Guinness Enterprise Centre, Taylors Lane, Dublin 8.
- SSGT operates a home working policy (up to 50%) which is not a condition of employment. The salary scale for this role is €54,764 to €68,970 which will be applied pro-rata.
- Annual leave entitlement is 25 days (pro-rata).
- TOIL policy is in place. There is a requirement for some travel and attendance at events outside working hours.
- Access to the Cycle to Work and TaxSaver Commuter schemes.

**Job Title:** Strategic Development Manager  
**Reporting To:** Executive Director

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**Job Summary:**

The Strategic Development Manager will manage a time limited initiative to design and implement processes and strategies that contribute to organisation sustainability. This will involve activities around design of strategy, donor relations and development, stakeholder engagement, operational systems and procedures, communications and governance. They will also contribute to SSGT's strategic advocacy goals which arise from grant programme outcomes.

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**Main Responsibilities:**

In consultation with the Executive Director the main responsibilities for the Strategic Development Manager will include:

- Review the strategic development and organisational sustainability needs and produce a two year operational plan of activities and budget.
- Design and implement a strategy for donor relations and development.
- Manage the production of impact and communication materials to support the strategy to drive prospective donor interest in supporting SSGT's grantmaking strategy.
- Produce and implement a communications strategy in accordance with the SSGT communications policy. Support staff to incorporate communications activities into their operational plans.
- Engage with staff, trustees and other stakeholders to support the sustainability initiative. Develop a whole-of-organisation approach, identifying activities for each stakeholder group and assist them to carry out the activities.
- In consultation with staff and trustees, identify areas in operational systems and procedures for improvement to drive more effective work practices and enhance SSGT's 'lean funder' approach. Organise training or other support as necessary.
- In consultation with staff and trustees, provide practical governance supports which enhance the operation of SSGT's Trustee Board and subcommittees.
- Undertake other duties commensurate with the role, in pursuit of the Strategic Plan, as agreed with the ED.

**Key Skills and Competencies:**

- 5 years' plus experience in a senior management role, preferably in the community and voluntary sector with knowledge of good governance practices, donor development, and communications.
- An interest in and commitment to human rights, equality and social justice.
- Excellent writing skills, with an ability to write quickly, concisely and accurately.
- Strong decision making, critical judgment and analytical skills.
- The ability to manage a large workload and manage multiple projects and deadlines simultaneously.
- Ability to combine working as part of a small team whilst working independently.
- A problem- solving approach, using creativity and logic to support organisational sustainability.
- Experience in engaging with statutory and civil society organisations at operational and policy level.
- Strong inter-personal skills with the ability to establish good working relationships with a range of stakeholders.
- IT skills including proficiency in MS Office applications and social media. Knowledge and experience in Salesforce or other CRM grant management databases and WordPress would be an advantage.
- Be available for occasional travel in Ireland, North and South.