

EXECUTIVE DIRECTOR

(4 days a week / 0.8 FTE)

Remuneration: Undisclosed

Tenure: 3 year Fixed Term Contract

Blue Teapot Theatre Company has a new role for the position of Executive Director. This highly successful & expanding company is looking to recruit an experienced, strategic thinking, business driven individual with a proven track record in income generation and increasing revenue.

The post holder will work closely with the Director of Services/ Artistic Director on leading organisational strategy and business development, funding partnerships and financial planning on local, national and international projects.

An interest in the arts is desirable, but not essential, as this is an opportunity to be a key innovator in a leading arts & disability organisation in the West of Ireland. The organisation wants to cultivate innovative partnerships that are the right fit for them & generate increased income to realise bold artistic ideas, support artists and enhance creative programming and production outputs.

The Executive Director will also have overall responsibility for leading the staff teams who deliver day to day programmes and supports to service users.

Key Responsibilities:

Strategy & Leadership

- Responsible with Director of Services/Artistic Director for the implementation of strategic aims and objectives.
- With the Director of Services/Artistic Director, help the governing Board operate well through effective processes and policies, support them in carrying out their roles, provide them with information needed to make timely and wise decisions.
- Involve Board in setting direction and help in the recruitment of new trustees.
- Develop & ensure a viable Business Plan & associated multi annual budgets, ensuring that organisation operates as an ethical, entrepreneurial & sustainable business.
- Identify & cultivate new sources of income & partnerships to ensure the success of the Business Plan.
- Overall responsibility for the development of new building facilities, accessing the required funding and working with DOS/AD & specific subcommittee.
- The ability to demonstrate support for innovation & organisational change.

- Work collaboratively with the team, artists, partners, funders & stakeholders.
- Represent the organisation & advocate the company externally on relevant matters.
- With the DOS/AD, oversee recruitment, management, appraisal & professional development of staff. Deputise for the DOS/AD as required.

Experience Required

- Proven experience in leadership, strategic planning & project management.
- At least three years demonstrable experience in income generation, fundraising including understanding of the arts or third sector statutory funding, sources and challenges.
- Demonstrable experience in innovative approaches to income generation & business development.
- Experience in developing, managing & reporting on financial strategy & budgets.
- Good ability to seek out, interpret & respond to funding applications & bids.
- Strong network of contacts & connections that will support the aims of the role.

Functional Skills

- Strong, effective communicator.
- Excellent presentation, verbal & written communication skills.
- Good IT skills: Microsoft Word, Excel, PowerPoint, Outlook.
- Efficient organisational and time management skills including the ability to prioritise, to escalate matters, to multi task and achieve deadlines.
- Problem solving.
- Excellent research skills.

Specific Conditions

- **Garda vetting is required.**
- Employees should treat each person with intellectual disability as an individual and at all times acknowledge and respect the rights and personal dignity of the person with intellectual disability.
- Employees should have a positive attitude towards working with people with an intellectual disability and help to ensure through his/her work that the people using our services lead as normal and enjoyable a life as possible.