

Rethink Ireland

Fund Manager – 2 Year Fixed Term Contract

Contract: 2 Year Fixed Term Contract – Full/ Part Time
Based: Dublin, Cork or Galway
Benefits: 24 days Annual Leave (Based on full time hours)
8% employer pension contribution following successful completion of probation
Hybrid (With the opportunity to work from home & flexible working)
Salary: €45,000 - €55,620 (full time rate) based upon experience

ROLE PURPOSE

The purpose of this role is to develop and deliver the social impact of Rethink Ireland by managing a portfolio of awardees, ensuring the achievement of programme targets, maximising impact, in line with each fund’s investment objectives and conditions.

This is a critical relationship manager with Rethink Ireland applicants, awardees, and the wider Rethink Ireland community, including donors. The Fund Manager will work across multiple Funds, with success reflected in a cohort of clearly impactful awardees. These awardees will have been selected through Rethink Ireland’s fair and transparent selection process and will have completed a powerful capacity-building programme that they agree was transformative in shaping their plans for greater local and national impact.

JOB DESCRIPTION

The Fund Manager plays a key role in stakeholder relationship management, capacity building, and project delivery, working across a portfolio of investments in one or more of our key areas: Health, Education, Equality, Green Transition, and Social Enterprise.

REPORTING TO

Senior Manager, Portfolio Management Team

KEY RELATIONSHIPS

- Internal: Portfolio Management, Finance, Business Development, Marketing & Communications
- External: Awardees, Donors, Stakeholders, Consultants, Suppliers

Responsibilities include:

- To run the call for applications and selection process of applicants for new Funds as well as due diligence processes.
- To secure high-quality applicants by leading Fund promotion and the recruitment of applications.
- To lead and manage the investment relationship with relevant Rethink Ireland awardees, including performance management and holding them to account.
- To work with the awardees to develop growth plans and define their social impact goals, and structure the award in the form of cash grants and non-financial supports to ensure that they target growth and build their capacity to deliver the promised impact.
- To co-design the capacity-building programmes for awardees, which will be delivered in part by you / Rethink Ireland and in part by commissioned partners
- To lead the successful close-out of funds including completing donor reporting on time and working closely with the Marketing and Communications Team.
- Manage Fund budgets and provide financial reports and social impact reports to the CEO, team and Board.
- Meet and track programme progress and prepare reports on the social impact achieved
- To lead the implementation of social impact and portfolio management systems including impact and financial reporting
- To prepare and submit grant payments for approval based on awardee performance and compliance
- To commission and coordinate the relationship between suppliers, consultants, awardees and Rethink Ireland
- To support the management and development of relationships with key stakeholders and to build successful partnerships with other organisations as required
- To set (in conjunction with your line manager), and to meet programme targets
- € To support the marketing, fundraising and communications work of Rethink Ireland
- Provides leadership on projects by guiding execution, offering technical support, and sharing performance feedback with line managers, while also guiding and or/ managing staff where required to ensure both project success and staff development.
- Act as an ambassador for Rethink Ireland at all times.
- Carry out any other duties that may be reasonably assigned from time to time, in line with the scope and purpose of the role, to support the team and organisation

PERSON SPECIFICATION

You will be someone with the following qualities and skills:

REQUIRED

Experience

- A relevant third-level qualification in a related discipline such as project management, social sciences, business, public policy, or community development. A postgraduate qualification is desirable.
- At least 5-10 years' experience in programme or project management, ideally in a social impact, non-profit, philanthropic or innovation-focused context.
- Proven track record of people management and leadership skills
- ⊘ Experience in impact definition, measurement and management
- Knowledge and understanding in at least one of our investment areas
- Experience of working with/supporting not-for-profit organisations including knowledge and understanding of their features, operating contexts and capacity-building needs

Skills

Project Management & Operational Delivery

- Demonstrated ability to lead complex projects and manage multiple workstreams simultaneously.
- Strong planning, coordination and risk management skills.
- Comfortable managing competing priorities in a fast-paced environment.

Stakeholder & Relationship Management

- Strong interpersonal skills with experience managing diverse stakeholders including awardees, donors, community organisations, and service providers.
- Proven ability to build partnerships and maintain trust-based relationships.
- Skilled in the arts of negotiation and persuasion.

Impact & Strategic Thinking

- ⊘ Experience in social impact measurement and performance management.
- ⊘ Ability to support organisations in articulating outcomes and designing strategic growth plans.
- ⊘ Experience of strategic and business planning processes
- ⊘ Experience of capacity-building work with organisations

Analytical & Communication Skills

- ⊘ Excellent written and verbal communication, presentation, and reporting skills.

- Demonstrated ability to distil and synthesise complex information quickly and clearly.
- Strong attention to detail and quality.
- Excellent report writing skills

Financial Acumen

- € Experience managing project budgets including forecasting and cost-controlling
- € Ability to interpret financial statements and assess financial sustainability of grantees

People and leadership skills

- Strong ability to provide operational and strategic leadership within projects, guiding teams through execution and offering technical support as needed.
- Competence in delivering constructive performance feedback and supporting continuous development within teams.
- Proven capability to line manage and develop individuals, adapting leadership style to context and need.
- Skilled in mobilising diverse teams around shared goals and a common vision.

General

- Commitment to excellence.
- Comfort with an entrepreneurial culture and a fast-moving environment.
- A natural curiosity and a desire to learn.
- Drive and ambition.
- Ability to demonstrate the highest levels of integrity and ethical fibre.
- Ability to be an ambassador for Rethink Ireland.

DESIRABLE

- Experience of supporting marginalised communities from an empowerment perspective
- Experience of managing a portfolio of organisations in an investment or philanthropic context
- Experience (or interest) in research and an understanding of academic evaluation processes
- Strong skills in finance, accounting, investment or financial analysis
- Postgraduate Degree in relevant discipline e.g., social science, community development or innovation

Our Values

- We work with our hearts and our heads – we value compassion, passion and fun.

- We take smart risks and we allow permission to fail because we know that innovation and risk are two sides of the same coin.
- We believe that social change is a team sport. We build trusted relationships, and we choose to collaborate to achieve our goals.
- We are curious and hungry to learn.
- We value bold ideas and bold leadership, and we develop remarkable people.

We are an equal opportunity employer and we strongly believe that diversity and inclusion lead to success. The work we do is underpinned by respect, equality, inclusion & diversity.

In line with Ireland's Equality Legislation we actively oppose discrimination on the following 9 grounds:

1. Gender.
2. Civil status: single, married, divorced, etc.
3. Family status: if you're the parent or person responsible for a child over 18, or if you're the main carer or parent of a person with a disability.
4. Sexual orientation.
5. Religion.
6. Age.
7. Disability.
8. Race.
9. Traveller community.

We also actively oppose discrimination on the grounds of socio-economic disadvantage.

HOW TO APPLY?

Please apply by **5.30pm Friday 2nd May 2025**.

Please note that any information you submit will be used for recruitment purposes only. Your record will be deleted after the process is completed.

COMMITMENT TO EQUALITY

We are an equal opportunity employer. We believe that diversity and inclusion drive success and help us to achieve our highest potential as an organisation. We commit to respect, equality, inclusion and diversity, both in our workforce and in our engagement with others. We strongly welcome applications from members of minority and marginalised communities.

ABOUT RETHINK IRELAND

Rethink Ireland (previously Social Innovation Fund Ireland) supports the most innovative non-profit organisations working in communities across the country. We believe that a team effort is

more effective than working alone. So joining forces with the Government, companies, families, individuals and foundations, who understand as we do that lasting change demands new thinking, is how we do business.

Together we create funds to help innovations rise to the challenges of our most pressing social and environmental issues. Our cash grants and business supports enable social innovations to develop and maximise their impact. This is our venture philanthropy model. The groups we support and the donors who support us don't just think differently. They act decisively on their ideas to build a more equal, just and sustainable Ireland.

What is social innovation?

At Rethink Ireland, we define social innovation as the successful delivery of new approaches to meet social needs more effectively and sustainably than those currently available.

Our mission

Our mission is to support the best social innovations so that they can grow and maximise their impact across Ireland.

Our vision

Our vision is an Ireland which is more just, equal and sustainable because of social innovation.