

# **Wexford Festival Opera: Development Operations & Research Executive (<https://www.activelink.ie/node/116052>)**



## **Job Title: Development Operations & Research Executive**

**Location:** Wexford Festival Opera, Wexford, Ireland (Hybrid or On-Site)

**Reports To:** Head of Development

**Contract Type:** 6-Month Fixed-Term (Potential for Extension)

**Salary:** Pro-rated salary of €17,500 to €20,000 for the 6-month contract (based on a €35,000–€40,000 annual salary).

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## **About Wexford Festival Opera**

Wexford Festival Opera (WFO) is internationally renowned for its dedication to presenting rarely performed and unjustly neglected operatic works. Each year, the festival attracts a global audience, artists of the highest calibre, and garners critical acclaim for its artistic excellence and innovative programming.

As WFO continues to grow and build upon its fundraising success, we are seeking a highly organised, proactive, and research-oriented **Development Operations & Research Executive** to support the Development Team. This new role will play a vital part in identifying and securing funding opportunities, providing administrative and operational support, and ensuring effective reporting and research processes.

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## **Role Purpose**

This position combines strategic research with hands-on administrative and operational support. The successful candidate will work closely with the Development Team to assist in researching national and international Grants, Foundations, and Trusts, managing applications and reporting, and supporting the day-to-day activities that keep the department running efficiently.

This is a **6-month fixed-term contract**, with potential for extension based on performance and organisational needs.

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## **Key Responsibilities**

### **Research & Funding Strategy**

- Identify and compile a comprehensive list of potential Grants, Foundations, and Trusts.

### **Grant Applications & Reporting**

- Assist in writing and submitting applications for grants and other funding opportunities.
- Gather information and prepare progress and final reports for funders in a timely and accurate manner.
- Maintain records of submissions, deadlines, and correspondence.

### **Operational & Administrative Support**

- Provide day-to-day operational assistance across the Development Department.
- Support logistical planning for donor events, meetings, and fundraising initiatives.
- Assist in managing internal processes, calendars, and project timelines.

- Support data entry, document management, and CRM/database upkeep.

## Development Support & Collaboration

- Contribute research to support corporate sponsorships, donor prospects, and other fundraising efforts.
  - Collaborate closely with the Head of Development to align operations and fundraising strategy.
  - Ensure efficient communication and coordination across Development-related projects.
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## Person Specification

### Essential

- Previous experience in research, administrative, or development support role.
- Excellent organisational and time-management skills, with the ability to prioritise and manage multiple projects.
- Strong written and verbal communication skills.
- High attention to detail and accuracy in data and reporting.
- Proficiency in Microsoft Office Suite and comfort with CRM systems or databases.

### Desirable

- Experience in the arts, cultural, or non-profit sectors.
  - Familiarity with national/international grant bodies and funding mechanisms.
  - Experience with event logistics or donor engagement activities.
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## Why Join Us?

This is a unique opportunity to join a world-class cultural organisation and play a key role in its future development. As part of a passionate and dedicated team, you will contribute to the success of one of Ireland's most celebrated festivals, while building your own skills in fundraising, operations, and arts administration.

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## How to Apply

Please send your CV and a cover letter outlining your suitability for the role to [adaltan@wexfordopera.com](mailto:adaltan@wexfordopera.com) (<mailto:adaltan@wexfordopera.com>) by 5pm on Friday 20th of June 2025.

### Region

Wexford / Hybrid

### Date Entered/Updated

5th Jun, 2025

### Expiry Date

20th Jun, 2025

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**Source URL:** <https://www.activelink.ie/vacancies/interest-groups/116052-wexford-festival-opera-development-operations-research-executive>