



**Dublin City University  
DCU Business School  
Centre for Family Business (CFB)**

**Business Development Coordinator  
Senior Admin Assistant – Grade V**

**(1 Year Fixed Term Contract)**

**Background**

Family firms face unique challenges. To support their continued contributions to our economy and society, DCU has established a Centre for Family Business as a global centre of excellence that will work directly with Irish family firms. The Centre will collaborate with our network of international business schools, and will, through a focused research agenda, develop and translate knowledge to enhance the competitiveness of Irish family firms and offer insights into best practice of family firm management. DCU is committed to developing a centre that achieves international recognition as a hub of expertise and advice for family firms.

We now wish to recruit a Business Development Coordinator who will have responsibility for building and maintaining extensive relationships with family businesses, industry, service companies, business groups, state organisations, sponsors and individual donors. Reporting to the Centre Director the role comprises working closely with DCU research and academic staff and coordinating the needs of family businesses with the activities in these areas. Understanding best practise from an international perspective as applied in other universities and family business centres is an important part of the development of this service.

The exceptional candidate required for this job will need to have demonstrated strong leadership, family business understanding, relationship building, organisational development and hands on operational skills.

## **Duties and Responsibilities**

The responsibilities of the Business Development Coordinator will include but not be limited to:

- Ensuring the on-going success of the Centre, working in conjunction with the CFB Director (and partners), in order to formulate and implement a strategic vision for the Centre
- Ensuring the efficient and effective operations of the Centre in line with its goals and objectives.
- Point of contact for staff in the DCU Educational Trust and works closely with the Campaign Director in liaising with Centre donors and prospective supporters.
- Working with the team of DCU Educational Trust to ensure achievement of philanthropic support for the Centre through the Campaign for DCU.
- Building a network and database of Irish family businesses closely aligned with and supported by the DCU CFB.
- Develop and implement a sustainable financial model whereby the CFB becomes self-supporting by 2019.
- Liaise with research and academic staff to ensure that the DCU research and educational programmes are aligned with the objectives and deliverables of the CFB.
- Maintain links with other universities and centres internationally to ensure that our CFB is current with regard to best practice and applied learning.
- Maintain close working relationships with all service companies, sponsors and individual donors to the centre and ensure that their expectations are being met.
- Convene and organise a series of events/workshops throughout the year including an annual awards ceremony and conference, targeted workshops, other topical events, and coordinated confidential working groups.
- Represent DCU CFB with government agencies and decision makers.
- Manage all promotional and advertising activities including updating CFB website and E-zine.

## **Qualifications, Experience and Skills Required**

Applicants must hold a minimum of a primary degree, preferably in business or related subjects, in addition to at least three years relevant experience. The successful candidate will ideally have/be:

- Demonstrated people management, communication, presentation and interpersonal skills with the ability to build relationships externally and gain support from management and staff internally.
- Management experience preferably in a family business organisation.
- In depth knowledge of the family business sector and its requirements going forward and the relevance that the DCU CFB will have.
- Strong business and organisational development experience with demonstrated success in building an organisation or centre from early stage development.

- Demonstrated ability in winning support and funding from multiple sources.
- A willingness to innovate and implement change.
- Trustworthy and professional, and place extreme importance on confidentiality
- Experience of managing operations and projects
- Excellent administrative, organisational, written and verbal communication skills
- The ability to meet deadlines, prioritise and multi-task

**Salary:** €45,452 - €54,974

€40,906 - €49,477\*

\*Applies to new entrants to the public sector after 01 January 2011

**Closing Date 14<sup>th</sup> March 2014**

Details of the pay that applies to internal candidates upon promotion can be viewed at <http://www.dcu.ie/sites/default/files/hr/pdfs/Pay-Upon-Promotion-Internal-Staff.pdf>

### **Application Procedure**

Application forms are available from the DCU Current Vacancies (Open Competitions) website at <http://www4.dcu.ie/hr/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: [+353 \(0\)1 700 5149](tel:+353017005149); Fax: [+353 \(0\)1 700 5500](tel:+353017005500) Email: [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

**Please note** that the successful candidates will be required to prepare and discuss a short presentation at the interview. Details will be given to the selected candidates in advance of the interview taking place.

***Dublin City University is an equal opportunities employer***