

Boardmatch Ireland: Premium Search Officer (Maternity Cover) **(<https://www.activelink.ie/node/112929>)**



Job Title: Premium Search Officer at Boardmatch Ireland.

Location: Remote, but will require one day per month in Dublin

Salary: €32,000

Employment: Maternity Cover 1 year contract – Full Time.

The Organisation:

Boardmatch is the leading charity in Ireland working to promote and develop stronger non-profit and charity boards. It provides a free online matching service; an interactive website allowing candidates and boards to find each other. Every year Boardmatch places over 400 new board members onto charity and non-profit boards.

In addition to this free service, Boardmatch offers a managed board search service for non-profit organisations, namely the Premium Search service. The Premium Search service has a 100% success rate to date in finding trustees for not-for-profit boards. The service enables Boards to focus on their other governance responsibilities whilst their board recruitment is taken care of by an experienced Premium Search Team. In the past three years, the Premium Search Service managed and facilitated the appointment of 250 new trustees to boards.

The Role

The Premium Search Officer will assist the Head of Premium Search grow and improve the Premium Search service.

Duties will include the following:

- Effectively carrying out administrative duties within the Premium Search Officer's accounts/Portfolio.
- Keep timely and accurate records and record all interactions on Boardmatch's CRM
- Run data selections and produce reports to support the work of the Premium team
- Work closely with the Head of Premium to agree annual targets for the service & targets for the Premium Officer.
- Supporting the Head of Premium (and Communications Team) with the development and delivery of an effective Communications Strategy as it relates to the Premium Search service
- Professionally communicating with the Boards and Senior Management of not-for-profits and Charities
- Be an ambassador for the Premium Search service and represent the service and Boardmatch at networking events
- Work closely with the Boardmatch team to ensure co-ordination across all services and to identify new opportunities
- Manage a portfolio of clients, agreed with the Head of Premium, to ensure they receive an excellent board search service
- Deliver on an agreed set of KPIs as they relate to the Premium Search service
- Support the Premium Search Team with the delivery of key events and webinars
- The successful candidate is expected to be flexible in this role and carry out other duties within the Premium team or Boardmatch team that may be assigned to him/her from time to time

To be successful in this role, you will possess the following:

- Previous experience in a similar role

- Good understanding of the not-for-profit sector in Ireland
- Strong team-player, able to work well in a small team and work on own initiative
- An understanding of the role of a Trustee in the charity sector
- The ability to engage with and relate to people from different sectors and industries
- Excellent oral, written and interpersonal communication skills and demonstrated ability to work at the most senior levels
- Strong data management and IT skills and experience of working with CRM software
- Track record of achieving targets and meeting KPIs
- Excellent administrative, time management and organisational skills, with close attention to detail
- Highest levels of professionalism
- Strong ability to multi-task and prioritise

Please send a CV and cover letter to hello@boardmatch.ie (mailto:hello@boardmatch.ie), including the subject line, “*Premium Search Officer Application*”. Closing date for applications is Thursday 23rd January 2025.

Region

Remote / Dublin

Date Entered/Updated

7th Jan, 2025

Expiry Date

23rd Jan, 2025

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