

Rethink Ireland

Fund Manager – Head of Social Enterprise (Job Description)

Contract: 2 years, full-time, starting as soon as possible

Location: Dublin or Cork, with hybrid working (opportunity to work mainly from home) and some travel within Ireland

Salary: €58,000 – €64,000 (depending on experience)

Benefits: 8% employer pension contribution (0% employee contribution), hybrid working with the opportunity to work mainly from home

Role Purpose

Reporting to the Impact Director, the Fund Manager – Head of Social Enterprise will lead Rethink Ireland’s Social Enterprise investment area while also managing several strategic funds.

The role holder will oversee a portfolio of Awardees to deliver programme and financial targets, ensuring maximum social impact in line with investment objectives and commitments. This includes managing a team, overseeing a number of projects/ funds and a portfolio of awardees , and acting as a key relationship manager with applicants, Awardees, donors, and the wider Rethink Ireland community.

This is a dual role, combining both **Investment Area Head** and **Fund Manager** responsibilities.

Key Responsibilities

Investment Area Head Responsibilities

- Lead the strategy and impact delivery in the assigned investment area (Equality, Education, Health, Green Transitions, or Social Enterprise).
- Support the development of new fund/project proposals and scopes.
- Set and review impact goals, ensuring learning and continuous improvement across the portfolio.
- Provide guidance and support to Fund Managers, Associate Fund Managers, and other team members.
- Lead and manage a team of approximately six people, responsible for multiple funds/projects and a portfolio of Awardees/Grantees.
- Coordinate government and EU-funded projects where relevant to enhance synergies, efficiencies, and impact.

- Take on specific responsibilities within the Portfolio Management Team, aligned with organisational needs.

Fund Manager Responsibilities

- Lead fund promotion and applicant recruitment to secure high-quality applications.
- Run calls for applications and manage the full selection process.
- Co-design and support capacity-building and Accelerator programmes, delivered in-house and with partners.
- Manage relationships with Awardees, including performance management and impact delivery.
- Support Awardees to develop growth plans, set social impact goals, and access grant and non-financial supports.
- Implement systems and processes for impact management and learning.
- Commission and coordinate work with suppliers, consultants, and external partners.
- Build successful partnerships with organisations and stakeholders as required.
- Manage budgets, providing timely financial and social impact reports.
- Line-manage and/or mentor team members as needed.
- Support the organisation's marketing, fundraising, and communications activities.
- Represent Rethink Ireland in line with its mission and values, acting as an ambassador at all times.
- Undertake training and development as required.
- Carry out other appropriate duties as may arise from time to time.

Person Specification

Required Experience

- 5–10 years' relevant experience in investment/portfolio management, social enterprise, or a related sector.
- Demonstrated leadership and people management experience, including managing a team
- Strong understanding of both for-profit and non-profit organisations.
- Experience working with social enterprises, innovation, and/or marginalised communities from an empowerment perspective.
- Proven track record of programme and project management in complex contexts.
- Experience in social impact measurement, data collection, and analysis.

Analytical & Business Skills

- Ability to analyse and distil complex material quickly — verbally and in writing.
- Excellent report writing and presentation skills.

- Ability to develop and review strategic or business plans.
- Experience (or interest in) research, impact measurement, and evaluation processes.
- Track record of applying an investment perspective in decision-making.

Financial Skills

- Familiarity with financial statements and business planning.
- Experience with budget preparation, cashflow management, and cost control.
- Ability to oversee project budgets and report on financial performance.

Leadership & People Skills

- Strong leadership and team management skills, with proven experience supporting and mentoring staff.
- Track record of partnership building with multiple stakeholders.
- Ability to build trust and credibility, even in challenging contexts.
- Skilled in negotiation, persuasion, and conflict resolution.
- Capacity to align diverse groups around ambitious shared goals.

Programme & Project Management

- Strong programme and project management skills.
- Experience coordinating multiple, complex projects (including government or EU-funded projects).
- Ability to deliver results under pressure in a fast-paced environment.

General Attributes

- Commitment to excellence, integrity, and ethical practice.
- Strong alignment with Rethink Ireland's mission and values.
- Comfort with an entrepreneurial culture and a high-growth organisation.
- Collaborative, flexible, and inclusive working style.
- Curiosity, ambition, and a drive to learn.

Desirable

- Background in finance, accounting, investment, or financial analysis.
- Experience managing a portfolio of organisations in an investment or philanthropic context.
- Postgraduate degree in innovation, community development, or social science.

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 lasting change requires collaboration, so we partner with government, companies, families, individuals, and foundations to create funds that address Ireland's most pressing social and environmental issues. Our venture philanthropy model combines cash grants with business supports to help social innovations maximise their impact.

- **Our mission:** To support the best social innovations so they can grow and maximise their impact across Ireland.
- **Our vision:** An Ireland that is more just, equal, and sustainable because of social innovation.

Our Values

- We work with our hearts and our heads – valuing compassion, passion, and fun.
- We take smart risks and allow permission to fail – recognising that innovation and risk go hand in hand.
- We believe social change is a team sport – building trusted relationships and collaborating to achieve our goals.
- We are curious and eager to learn.
- We value bold ideas and bold leadership, and we invest in developing remarkable people.

Equality & Diversity

We are an equal opportunity employer. Diversity, equity, and inclusion are fundamental to our success, and our work is underpinned by respect and equality.

In line with Ireland's Equality Legislation, we actively oppose discrimination on all nine protected grounds:

1. Gender
2. Civil status
3. Family status
4. Sexual orientation
5. Religion
6. Age
7. Disability
8. Race
9. Membership of the Traveller community

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

How to Apply

Please apply by **12.00pm on Wednesday, 29 October 2025**.

Interviews will be held first week of November. Please note that this is an urgent recruitment process, and shortlisted candidates must be available to attend interviews on this week.