



CANDIDATE BRIEFING DOCUMENT FOR
THE POSITION OF **CHIEF EXECUTIVE OFFICER.**

CARMICHAEL

ORGANISATION OVERVIEW

Carmichael is a leading specialist training and support body for nonprofits in Ireland. Our training, support and resources enable our members and partners to be:

- Better informed and equipped to carry out their own remits more effectively
- Aware of and able to employ best practice for good governance
- Better networked with and supported by peer organisations
- More efficient and effectively run so that they are trusted by their funders and supporters.

With over 30 years' experience based on a foundation of 40+ resident organisations we provide expert guidance to nonprofits to support them to become more effective and impactful at what they do. We believe good governance is the beating heart of a healthy nonprofit sector. Carmichael as an accommodation provider also believes that by co-locating in a shared space, pooling resources and tapping into peer support and services, that resident organisations in both Carmichael House and Coleraine House can save time, reduce cost, upskill and thereby, focus more on delivering quality services to their beneficiaries.

OUR HISTORY

The story of Carmichael evolved from a Community Services initiative. The “project” was established in 1988 thanks to the spirit and tenacity of its members and the hard work of visionary and committed public officials in Dublin Corporation and the Eastern Health Board who worked tirelessly and bravely to help make Carmichael a reality.

The inspiration for the project emerged following a visit by Liam Clare, Community Development Officer Dublin Corporation to an Enterprise Centre in Terenure in 1985. Here a group of ‘one-person industries’ occupied a few square meters of working space and shared the overhead costs. It occurred to Liam that a similar facility would also serve the needs of representative groups and community and voluntary agencies in the city including arts, sports, environmental, social, and youth organisations. In May 1987 a building to the rear of Christchurch Place was secured for this purpose and it became the home of 18 voluntary organisations. The enabling of many small city-wide individual groups to secure permanent offices by providing shared facilities with shared costs was seen as a great opportunity for supporting their development as service providers. Unfortunately, shortly afterwards the project



was served with notice to leave Christchurch Place as the site had been sold by the Corporation for development. A search for a new home for the project commenced.

In December 1988, a premises at 4 North Brunswick Street known as 'Doctor's Residence', Richmond Hospital was shown to the project's Management Committee who agreed it would be a suitable premises. However, the transfer to the building and the fitting out of the new premises required clearance from the Department of Health. As time went on, Dublin Corporation seemed less certain the property would be made available and eventually the Department of Health decided that the property be included in the sale of the Richmond Hospital Complex instead.

Representations were made by Liam Clare and Fred Donohoe from the Eastern Health Board and a lobbying campaign was mounted by the Management Committee to secure 4 North Brunswick St. for the project. This culminated in a street protest in Christchurch organised by Kate O'Sullivan an active member of the project and supported by Senator David Norris resulting in the then Minister for Health, Dr Rory O'Hanlon requesting that the Eastern Health Board, Dublin Corporation and his own department provide suitable accommodation for these 18 organisations.

In March 1990, finally after many months of struggle and campaigning, the project moved into the former Doctor's Residence of the Richmond Hospital called Carmichael House on North Brunswick Street. Kate became chairperson of the new organisation called "Carmichael Centre for Voluntary Groups" and subsequently the organisation's first CEO. Carmichael was officially opened in November 1990. Demand for space continued leading to the first renovation project, the Gate lodge, which opened beside Carmichael House in 1994. Thereafter, Dublin Corporation made an offer to Carmichael for the use of Coleraine House. The former Chamberlain's Residence in the Linen Hall on Coleraine Street was disused and in need of major repair.

This fine listed building was then meticulously restored and opened in 2000. Carmichael House was subsequently refurbished in 2004.

Today Carmichael is a national training and support body for the nonprofit sector providing services across the county. It continues to be a shared services facility for over 40 nonprofit organisations whose employees and volunteers tackle major social issues and provide invaluable direct and indirect supports to over 140,000 people.

OUR MISSION

To work with nonprofit organisations to enhance their governance and effectiveness in delivering their objectives, by using Carmichael's sector knowledge, experience, resources and physical space to help them achieve real and positive change for their beneficiaries.

OUR VISION

A society where nonprofit organisations are valued and supported to achieve their goals and positively impact their beneficiaries and communities.

OUR VALUES

Good Governance: We uphold and promote the principles of good governance: integrity, transparency, accountability, effectiveness and leadership.

Communities of Practice: We operate as a leader across the sector to build communities of practice spreading knowledge and embedding insights into organisational performance.

Quality: We strive for the highest possible standards of professionalism and expertise in everything we do.

Responsiveness: When organisations contact us, we work with them to meet their needs. We work to understand the needs of nonprofits that contact us and respond with solutions that are practical and tailored to their specific requirements.

CARMICHAEL

The mission of Carmichael is to work with nonprofit organisations to enhance their governance and effectiveness in delivering their objectives, by using Carmichael's sector knowledge, experience, resources and physical space to help them achieve real and positive change for their beneficiaries.

Our 2022-25 strategy is based on three main objectives to deliver on this mission. These are:

1. Design and deliver a range of high quality, relevant and accessible services and supports.
2. Explore and develop new client-focused services and supports and opportunities for growth and development
3. Provide sector leadership by exemplifying best practice in good governance and client-centred services and supports

We have an enabling objective which is:

4. Ensure we have the necessary and effective infrastructure, people, systems and support functions in place to deliver on our purpose and strategic objectives.

See the [Carmichael Strategic Plan 2022-25](#)

What we do we do

We deliver a range of training, supports, services and resources to enable our members and partners to be more effective and impactful at what they do. We take a collaborative approach to the delivery of services to assist nonprofits to be healthy, transparent accountable and vibrant in their own communities.

With our unique foundation based on our resident organisations and our work with communities everyday across Ireland, we are well linked and well established in the sector. We connect with our stakeholders through communications and information provision. We are proud of the community we work in and we value the collaborations and partnerships that we have established nationally, regionally and locally.

This project is supported by the Department of Rural and Community Development and Pobal through the Community Services Programme.

How we do it

Training

- [Scheduled Training](#)
- [Customised Training & Support](#)
- [E-Learning](#)

Supports

- [Board Chairs Network](#)
- [Mentoring Programme](#)
- [Good Governance Awards](#)
- [Resources](#)

Services

- [Office Accommodation](#)
- [Meeting Rooms/Hospitality](#)
- [Payroll and Accountancy](#)
- [Office Administration](#)

Carmichael in the Community

We are proud to contribute to the community we work through a number of collaborations and initiatives with national and regional statutory support agencies.

Locally we value our close relationship with our neighbours and we provide local services and employment through the operation of our Community Employment and Community Services Programmes and through our membership of our local Business Association.

- [Employment Programmes](#)
- [Smithfield Stoneybatter Business Association \(SSBA\)](#)




Chief Executive Officer, Carmichael Centre for Voluntary Groups

THE ORGANISATION

Carmichael Centre for Voluntary Groups ("Carmichael") stands at the heart of Ireland's nonprofit sector. As a renowned specialist training and support body, Carmichael champions best practice and capacity-building for charities and voluntary groups across the country. Based in Dublin's vibrant city centre, Carmichael has earned a reputation for excellence in enabling nonprofit organisations to maximise their impact. Through tailored training, expert guidance, and a thriving peer-network, Carmichael empowers its members and partners to embrace good governance, organisational efficiency, and innovation in service delivery. Its mission is to foster a community where voluntary organisations are better informed, better connected, and trusted by their funders, supporters, and the public at large. The Board of Carmichael now wishes to appoint a dynamic and visionary Chief Executive Officer ("CEO") to lead the organisation into its next stage of growth and innovation.

THE ROLE

The CEO will report directly to the Chairperson of the Board and will play a pivotal role in shaping the strategic direction of the organisation. As CEO, you will be responsible for overseeing all aspects of Carmichael's operations, including strategic leadership, financial management, stakeholder engagement, and staff development. You will work closely with the Board to

ensure that the organisation's vision and mission are achieved, maintaining the highest standards of governance and transparency. A key component of your role will be to strengthen relationships with member groups, partner organisations, funders, and government bodies, ensuring Carmichael remains at the forefront of the nonprofit sector in Ireland.

THE PERSON

The successful candidate will be an inspirational and visionary leader, passionate about the voluntary and nonprofit sector. You possess significant senior management experience, ideally within a charitable or mission-driven context, and have a proven track record of delivering organisational growth and impact. You are a skilled communicator and relationship-builder, comfortable engaging with a wide array of stakeholders from Board members to grassroots organisations.

Your strategic acumen is matched by strong financial oversight, operational management, and a commitment to best practice in governance. You thrive on innovation, continuous improvement, and empowering teams to achieve their best. If you are motivated by the opportunity to influence positive change and enhance the capacity of Ireland's nonprofit sector, we invite you to apply for this unique leadership role.

To Apply:

Lansdowne Executive Search has been retained by Carmichael to manage this recruitment process.

Further information, including details on how to apply is available on www.carmichaelireland.ie

If you feel you would benefit from a confidential discussion about this opportunity, please contact:

Seán McDonagh, Partner, Lansdowne Executive Search. Email: sean.mcdonagh@lansdownesearch.ie

For a confidential discussion, please contact Seán at +353 (0)87 796 1062.

Closing date for receipt of applications is Monday 13th October 2025.

Candidates for this role will be sourced through both advertising and executive search processes.

Carmichael is an equal opportunities employer.



CARMICHAEL

THE ROLE

Post Title:	Chief Executive Officer
Terms & Conditions:	€85K - €100K per annum (dependent on experience), pension, permanent with six months' probation
Location:	Carmichael House, 4 North Brunswick Street, Dublin 7
Reports to:	The Chairperson of the Board

“Lead Carmichael into a new era of strategic growth”

Carmichael Summary

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Carmichael, as an accommodation provider, also believes that by co-locating in a shared space, pooling resources and tapping into peer support and services, resident organisations in both Carmichael House and Coleraine House can save time, reduce cost, and upskill, thereby allowing them to be able to focus more on delivering quality services to their beneficiaries.

Role Purpose

As Chief Executive Officer (“CEO”), you will lead this long-established and highly regarded organisation into a new era of strategic growth. Reporting to the Chairperson and the Board, you will bring ambition, strategic vision and leadership to Carmichael, ensuring the future sustainable growth of its services and supports, for the betterment of society.

Key Responsibilities & Deliverables

The CEO will:

- Lead the implementation and ongoing adaptation of Carmichael’s 2026-2028 Strategy, along with the development and execution of future strategies, to meet client needs at a national level, and to ensure the continued ability of Carmichael to provide support and guidance to resident members, the wider community of service users and the stakeholder base.
- Inspire and lead the Carmichael management team and wider organisation to deliver on its strategic objectives, aligned with Carmichael’s purpose and values and with a focus on talent development and succession planning.
- Lead Carmichael’s operational planning and the achievement of deliverables aligned with the strategy.
- Drive operational excellence standards in the management of Carmichael, adhering to the highest governance and financial management standards.
- Foster a strategic finance approach to ensure the continued sustainability of Carmichael.
- Leadership of the key business functions within Carmichael.
- Champion Carmichael’s existing and future national contribution, actively leveraging the funding landscape and stakeholder base, managing existing funding and proactively sourcing new additional funding.
- Lead and oversee the design and delivery of existing and new supports for resident members, services users and the wider stakeholder base across training, consultancy, services and accommodation. In particular, the CEO will be responsible for:

- Cascading Carmichael's training and consultancy offering to a greater number of nonprofit organisations at all stages of growth.
- Significantly increasing the development of resident members at the Carmichael Centre.
- Leading enhancements to flagship network events such as the Good Governance Awards.
- Driving Carmichael's artificial intelligence/digitalisation and sustainability agendas across Carmichael service offerings.
- Act as a thought-leader for the nonprofit sector in Ireland, continually enhancing the reputation and sphere of influence of Carmichael, whilst also fulfilling a representational role in public fora including media and publicity events.
- Grow and harness strong relationships with the Board, resident members, the wider client base, funding and state agencies and other groups/organisations.
- Ensure a horizon scanning outlook, tracking awareness of risks, challenges and changes in the external environment that may affect Carmichael, its members and wider client and stakeholder base.
- Sound judgement and expertise in developing and implementing appropriate solutions to complex problems in a dynamic and complex environment.
- An inspirational communicator with executive presence, coupled with experience of undertaking media and public relations engagements.
- A strong networker with well-developed interpersonal skills, demonstrating the ability to build positive, effective relationships with a wide range of internal and external stakeholders at all levels.
- A combination of integrity and pragmatism with a passionate commitment to Carmichael, its founding history, mission, vision and values.

Governance

- Demonstrated passion for strong governance practices and an excellent knowledge of practices and requirements under current regulations and guidelines.
- Experience of working with and/or reporting to trustees/boards and in promoting good governance.

Business Acumen

- Significant commercial acumen and diligence in seeking, identifying and assessing additional opportunities for income generation.
- Strong financial experience, with a proven track record of financial planning.

Understanding the nonprofit sector

- Relevant third level qualification or demonstrated experience in the nonprofit sector.
- Strong understanding of the challenges and opportunities currently facing the nonprofit sector in Ireland and an in-depth understanding of future challenges.

PERSON SPECIFICATION

Vision and Leadership

- Proven track record of attainment and achievement at a senior leadership level in the nonprofit, public or private sector organisation, with responsibility for employee and financial resources.
- Proven ability to build and lead a diverse team towards delivery of goals, fostering a high-performing culture.
- A track record of collaboratively developing and delivering strategic vision and plans, working in partnership with trustees/ boards.
- An inclusive leadership style with the ability to inspire, galvanise and motivate others, lead change, foster organisational learning and promote talent development and succession planning.

CARMICHAEL

RECRUITMENT PROCESS

Carmichael has engaged Lansdowne Executive Search to manage the recruitment process for this position. Candidates for this role will be sought via three channels:

- (a) Lansdowne Executive Search's own search activities.
- (b) Digital Advertising on selected Industry Websites.
- (c) National/International Newspaper Advertisements.

All applicants to Advertisements will receive an acknowledgement of their application and all will be assessed based on the criteria specified for the role. Applications will be via eMail only.

No original certificates or references should be submitted as any part of an application.

Following the completion of the Advertising and Search processes, a short-listing process will be utilised based on the information supplied on the completed C.V. and cover letter and, as appropriate, based on initial screening interviews by Lansdowne Executive Search.

Candidates selected from the short-listing process will be invited for an interview with Carmichael. It is likely that a small number will be called for second interview, in which case they may be asked to prepare a presentation in response to a possible case study or proposed business scenario.

As appropriate, shortlisted candidates may be required to undertake psychometric tests.



APPLICATION PROCEDURE

Application Closing Date: **Monday 13th October 2025.**

To pursue your interest please email a comprehensive Curriculum Vitae and supporting letter to:

Seán McDonagh, Partner

Lansdowne Executive Search Limited,

Email: sean.mcdonagh@lansdownesearch.ie

Or for a confidential discussion please call Seán on +353 87 796 1062.

PLEASE NOTE:

- Candidates must submit **ONE document in WORD format** containing CV and Application Letter together.
- The document must be TYPED. Handwritten forms will not be accepted.
- Please read the job specification (**Pages 6-7 of this Information Booklet**) which provides relevant information about the requirements of this post.
- The Carmichael is an equal opportunities employer. Recruitment to posts within the Carmichael is on the basis of merit as assessed during the recruitment process.
- Please note that omission of any or part of the requested application documentation or incorrect formatting, as set out below, will render the application incomplete.
- **Late or incomplete applications will not be considered.**



Carmichael.



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**Local knowledge.
Global access.**