NATIONAL GALLERIES OF SCOTLAND

**DEVELOPMENT**

**DEVELOPMENT MANAGER – PATRONS AND INDIVIDUAL GIVING**

**PERMANENT, FULL TIME (BAND 4)**

The National Galleries of Scotland (NGS) is home to one the world’s finest collections off art, which ranges from the Middle Ages to the present day.  Our spectacular buildings house the world’s greatest collection of Scottish art, and a world-renowned collection of Scottish and international photography, welcoming many visitors to our three principal sites in Edinburgh: the Scottish National Gallery, the Scottish National Gallery of Modern Art and the Scottish National Portrait Gallery. The National Galleries of Scotland aims to preserve, display and augment the collections for the enjoyment and education of the widest possible public and to maintain NGS as a centre of excellence.

This is an exciting period of renewal for NGS, as we move forward with our engaging strategic vision that puts our audience at the heart of what we do. We’re making it our mission to broaden our impact, matching our rich collections, expertise and creativity to the needs and wants of our visitors. We’re finding new ways to connect with more people, and creating an innovative, inclusive organisation that can meet the challenges of our ever-evolving world.

‘Art for Scotland: Inspiration for the world’ is Our Vision.  Inclusive, original and ambitious – we will make the national collection accessible to all and inspire curiosity across the world.

At NGS we are committed to looking at how we operate as well as how we engage with our visitors and communities. We want to play our part in tackling the Climate Emergency. We will ensure Equality, Diversity and Inclusion (EDI) is embedded across our organisation, ensuring everyone feels a sense of belonging and can be themselves.

**Job Summary**

This is a new role responsible for generating income through the development and delivery of both the Patrons programme and the major gift and individual giving programme, working closely with the Head of Development and Development Manager (Trusts, Foundations and Legacies) on the NGS fundraising strategy.

The NGS Patrons are a group of high net worth individuals who collectively and individually support exhibitions, acquisitions, research and learning activities. We have ambitions to develop and expand this important group and the successful applicant will play a key part in this effort.

The National Galleries of Scotland have an exciting programme of major capital projects in progress and the successful applicant will be heavily involved in the fundraising to support these campaigns.

NGS have a lively and diverse programme of exhibitions and activities across all our sites in Edinburgh as well as a range of national and international partnerships. The Development Manager will help drive the funding for these programmes, particularly looking for new areas of support.

**Department Structure**

**Responsibilities**

* To manage and develop a portfolio of individual prospects, identifying, cultivating and leading on approaches to solicit major gifts for capital campaigns, public programme and other NGS projects as required
* Identify new potential prospects, initiating the approach and securing support within a planned timeframe
* Undertake the effective management of individual major donor relations, ensuring stewardship strategies are in place and adhered to
* To be responsible for the preparation of presentations and proposals to secure support from individuals for NGS public programme and capital campaigns
* Work with the Chair of Trustees, the Director-General, Curatorial and Development colleagues to deliver cultivation events as required
* To grow the NGS Patrons programme, recruiting new members and developing new networks
* To manage the process for Patrons renewals and stewardship, and to be the first point of contact for existing and prospective Patrons
* Work closely with Membership colleagues to ensure the membership programmes align and support the development of Friends into Patrons
* Develop and deliver the Patrons event programme
* Attend quarterly Patrons Board meetings, producing and distributing relevant papers in advance
* Support the Head of Development with the 501 (c)(3) American Patrons charity
* In collaboration with colleagues, develop innovative ways of maximising donations from visitors across all sites
* To record activity on the Spektrix database and to produce reports on cultivation and fundraising for the Head of Development as required
* To work to agreed activity and financial targets as laid out in the NGS business plan
* To enhance personal knowledge, skills and networks by playing an active role in the sector and wider fundraising community, as well as in appropriate professional fundraising bodies

**KNOWLEDGE, SKILLS AND EXPERIENCE**

The following range of knowledge skills and experience are required. Please ensure these are reflected in your application. Short listing for interview will be based on meeting these requirements.

**Essential**

* Able to demonstrate a track record of five and six figure gifts from individuals
* Experience of developing and sustaining a portfolio of high net worth prospects
* Experience of delivering membership programmes and working with Patrons
* Excellent presentation and writing skills; must have an ability to exert influence with diplomacy and a track record of inspiring donors to support a cause
* A strong track record of devising and delivering cultivation events
* Understanding and experience of producing financial reports
* Understanding of the fundraising sector and current trends
* Highly motivated, capable of working to own initiative whilst recognising when input from others is necessary
* Experience of collaborating across a team to meet shared fundraising targets
* Experience of working closely with Directors/Chairs and Senior Volunteers
* Knowledge of the UK arts and cultural sector
* Well connected with advanced networking skills
* Sound knowledge of UK charitable giving and taxation as applies to fundraising
* Experience of using Spektrix or a similar database

**Desirable**

* An enthusiasm for and interest in the National Galleries of Scotland and arts, culture and heritage
* Experience of producing and delivering membership events programmes

This post inevitably entails some evening and weekend working as necessary for cultivation events and donor meetings. A flexitime and time off in lieu system is in operation.

**SUMMARY TERMS AND CONDITIONS**

Salary £37,105 - £41,526

Starting salaries will normally be at the minimum or at a rate that reflects qualifications and/or experience which are of special value for the post and which are above minimum entry requirements.

Hours 42 hours per week inclusive of lunch breaks

Annual Leave 25 days per annum & 11.5 public and privilege holidays FTE, pro-rata depending on hours

Pension Civil Service pension provisions enables the National Galleries of Scotland to offer a choice of occupational and stakeholder pensions, giving you the flexibility to choose the pension that suits you best.

**The closing date for completed applications is Thursday 16th December 2021**

*Please note that the successful candidate will be subject to Basic Disclosure Scotland security clearance.*



*National Galleries of Scotland is a charity registered in Scotland (No. SC003728)*