



## **Development Manager – Patrons and Individual Giving**

Full-time, Permanent

Salary £38,960 - £43,602 per annum

Pay award pending, plus generous benefits package

Hybrid/ flexible working

### **About the role**

We have an exciting opportunity for an experienced Development Manager. By generating income through the development and delivery of Patrons and Individual Giving strategy you will help us look after Scotland's amazing world-class art collection.

Working closely with the team to deliver our fundraising objectives you will also raise major gifts from Patrons and Individual Giving sources and corporate sponsorship to support exhibitions, learning and engagement, capital campaigns, conservation, and acquisitions.

You'll already have a successful track record of securing major support in a culture or heritage organisation. You will have experience of working closely with colleagues at leadership and Trustee level to develop, embed and deliver the organisation's fundraising strategy.

You will also have a strong understanding of the fundraising sector and trends, particularly in arts, culture, and heritage.

### **The difference you'll make**

As a Development Manager, you will support the Head of Development in all aspects of the day-to-day running of the department. You will also:

- 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 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.
- Be responsible for the preparation of presentations and proposals to secure support from individuals for our public programme and capital campaigns.
- Work with the Chair of Trustees, the Director-General, and relevant colleagues to deliver cultivation events as required.
- Grow our Patrons programme, recruiting new members and developing new networks.

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- 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.
- Record activity on the Spektrix database and to produce reports on cultivation and fundraising for the Head of Development as required.
- Work to agreed activity and financial targets as laid out in our business plan.
- 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.

## Who we are looking for

To succeed in this role, you'll need the following range of knowledge, skills, and experience:

- Able to demonstrate a track record of five 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, 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.

It would also be great if you have:

- An enthusiasm for and interest in the National Galleries of Scotland and arts, culture and heritage
- Experience of producing and delivering membership events programmes.
- Experience of using Spektrix or a similar database.

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## **We are National Galleries of Scotland**

Our three Edinburgh galleries are the National, Modern and Portrait. We house and look after Scotland's amazing world-class art collection – one of the finest in the world. Step inside and explore treasures from Botticelli and Titian to the very best modern art to contemporary portraits of pop culture icons. And, as you'd expect, the world's greatest collection of Scottish art, our national collection. We also have an outstanding collection of Western art from the late Middle Ages to the present day.

We're a space for thinking, dreaming, doing, and playing. Soak up the art. Meet friends in the cafés. Have a family picnic surrounded by the sculptures in the Modern grounds. Be inspired by our amazing art films. Choose your own experience. There is no one way to enjoy Scotland's national collection. We are yours to discover.

As well as displaying our art at our three Edinburgh sites, we also share it through an active programme of partnership across Scotland, the rest of the UK and abroad, as well as online.

We conserve and research our collections and we are committed to reaching the widest possible audience through our ambitious plans. Visitor numbers to our sites in Edinburgh totalled an average of 2.5m visitors a year in the years prior to the global pandemic.

### **What's important to us**

We make art work for everyone. That's our purpose and it drives everything we do. This is an exciting time for us, as we move forward with our engaging strategic vision: Art for Scotland: Inspiration for the World.

We're putting our audience at the heart of what we do. Matching Scotland's rich collection, our expertise and creativity with the needs and wants of our visitors. Finding new ways to connect with more people and create an innovative, inclusive organisation that can meet the challenges of our ever-evolving world.

We're committed to looking at how we operate as well as how we engage our audiences. We will play our part in tackling the Climate Emergency, and we're embedding Equality, Diversity, and Inclusion (EDI) in the way we work. We want everyone to feel a sense of belonging and freedom to be themselves at work or at play with us.

### **What's on offer for you**

Our colleagues will tell you great things about working here. We aim to ensure the National Galleries of Scotland is a great place to work, where our people thrive in a culture where we are trusted, empowered, and engaged to achieve our true potential. We want to tell you what we can offer you. We offer a range of benefits to promote healthy working lifestyles for all our colleagues. Details specific to this role are:

#### **Salary**

£38,960 - £43,602 per annum. Starting salaries will normally be at the minimum rate depending on experience.

#### **Hours**

37 hours per week excluding a one-hour unpaid lunch break each day.

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## Holidays

When you first join, you'll get 36.5 days holidays pro-rata depending on hours. After 5 years your annual leave will increase by 5 days.

## Where you'll be based

You will be based at the Modern, however you may work across all of our Galleries based in the heart of Edinburgh - the National, Portrait, and Modern (One and Two).

## Pension

We are a Civil Service Pension employer. You get to choose if you want a defined benefit or stakeholder pension. The benefits of joining the scheme include generous employer contributions to your future pension, life assurance, and options to increase your pension. If you join the alpha Civil Service pension scheme our contribution will be 27.1% for this role.

## Other benefits

Family friendly working policies, free or discounted entry to various visitor attractions, staff discount at our shops and cafés, Cycle to Work Scheme, wellbeing support and services including our Employee Assistance Programme.

The closing date for completed applications is 12 noon on **Monday, 16 October 2023**.

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



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