



## Trusts and Foundations Coordinator

Full-time, Fixed Term for 22 months

Salary £29,888 - £32,602 per annum

Plus generous benefits package

Hybrid/ flexible working

### About the role

Join our team as the Trusts and Foundations Coordinator, where you'll play a key role in helping to deliver National Galleries of Scotland's ambition to grow funds raised from grant sources. This is a wonderful opportunity to build on your fundraising skills, while working in a highly supportive Development Team passionate about art.

You will have excellent research and organisational skills, strong written and verbal communication, and be proficient in analysing financial information for persuasive grant submissions.

You'll be responsible for maintaining the list of prospects, monitoring opportunities and recording approaches and outcomes. You'll also write proposals and steward relationships with Trusts and Foundations through regular communication, report writing, arranging visits and generally ensuring we meet the conditions of any funding received.

This post is part of a pilot strategy to grow NGS income. This post is initially on a 22-month fixed term contract, with the possibility of extension depending on the income levels achieved during the pilot. This offers an excellent opportunity for a results-driven individual to demonstrate their impact and contribute to shaping the success of this initiative.

### The difference you'll make

As the Trusts and Foundations Coordinator, you will be key to growing NGS' relationships with Trusts and Foundations. You should have an enthusiasm for and interest in the National Galleries of Scotland and arts, culture and heritage. Supporting the Development Manager, you will:

- Manage your own project workload, driving the grants fundraising process from inception to completion.
- Collaborate effectively with colleagues to write proposals, reports and help with evaluations, ensuring consistency and quality in all written materials.
- Cultivate and steward relationships with Trusts and Foundations, working closely with colleagues to arrange visits and tours, and to acknowledge funders.
- Maintain and develop the prospect pipeline through proactively researching grant funding opportunities ensuring a continuous flow of potential funding sources and building a diverse base of support.
- Oversee the reporting schedule ensuring timely and accurate submission of progress reports, financials, and other key documentation in line with funder expectations and deadlines.

**[nationalgalleries.org](http://nationalgalleries.org)**

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VAT No. GB1001904 82

- Ensuring smooth running of the grants administration including distributing proposals, electronic filing, and accurate data entry on systems like Spektrix, etc.

## **Who we are looking for**

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

- A demonstrable personal track record of grants fundraising or writing copy for fundraising activities with a clear demonstration of success in securing funding.
- Proven experience managing the administrative functions supporting fundraising activities, demonstrating strong organisational skills, meticulous attention to detail, and the ability to efficiently oversee systems, prioritise tasks, and consistently meet deadlines.
- Working knowledge of arts and heritage grant funders in the UK and further afield.
- Experience of working within the charity sector.
- Experience of researching prospects and monitoring pipeline of opportunities for fundraising purposes.
- Experience in customer service and dealing with different personalities, whilst having the confidence to engage funders, ask insightful questions, and effectively present compelling cases for support.
- Very strong written and verbal communication skills – especially the ability to write compelling grant proposals and edit information into a proposal
- Excellent research skills to identify potential Trusts and Foundations whose objectives represent a strong match to ours
- Solid understanding of budgets, with the ability to analyse financial information and incorporate it into proposals and funding strategies.
- Proficient IT skills, including Word, spreadsheets and databases.

## **It would also be great if you have:**

- Experience of overseeing fundraising for particular projects
- Existing relationships with grant-giving organisations
- Experience of working within an arts, heritage or museums organisation.

## **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.

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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 offer a range of benefits to promote healthy working lifestyles for all our colleagues. Details specific to this role are:

#### **Salary**

£29,888 - £32,602 per annum. Starting salaries will normally be at the minimum rate depending on experience.

#### **Hours**

35 hours per week excluding a one-hour unpaid lunch break each day. Some flexibility with working schedule may be required on occasion e.g. evening and/or weekend work. We're also committed to supporting flexible working options for everyone which includes flexible working, working remotely and flexitime policies.

#### **Holidays**

When you first join, you'll get 36.5 days holidays per year (including public and privilege holidays). After 5 years your annual leave will increase to 41.5 days.

#### **Where you'll be based**

You will be based at Modern Two, 73 Belford Road, Edinburgh, EH4 3DS. Although based in the heart of Edinburgh free car parking is available on site.

#### **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 28.97% for this role.

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**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, 06 January 2025.**

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