

## Scottish Ensemble - Development Manager Information Pack

Scottish Ensemble (SE) is currently seeking a **Development Manager**, who will be responsible for raising income from trusts and foundations, individuals and corporates.

As part of a small and dynamic team you will work closely with senior colleagues to secure donations to support a diverse and celebrated programme of work. Increasingly in demand throughout Scotland, the UK, and internationally, this is an opportunity to contribute to the future development and growth of one of Europe's leading chamber ensembles.

We would expect you to have at least three years' experience of development, with a history of meeting ambitious targets, and an excellent reputation for building strong donor relationships.

This full-time role is based at SE's Glasgow office with a salary scale in the region of £23-£26,000 based on experience. SE is an equal opportunities employer and is committed to providing accessible working arrangements.

Deadline for applications: Friday 8 April 2016 at 12 noon

Interviews: 15 & 18 April

SE Mission

Re-defining the string orchestra, and inspiring audiences in Scotland and beyond

SE Core Values

- 1) We believe in versatility, experimentation, and entrepreneurialism, both on and off stage
- 2) We integrate life-long learning and professional development into all our activities
- 3) We are committed to the communities which support us, and to Scotland's cultural stature and creative identity
- 4) We believe that creative collaboration enriches our projects for artists and audiences alike
- 5) We always strive for clarity, energy, and openness in our interactions with each other and with partners outside the organisation
- 6) We are committed to making our vibrant performances powerful, challenging and rewarding experiences for everyone

## Job Description

<b>Job Title</b>	<b>Development Manager</b>
<b>Hours</b>	35 + evenings and weekends during touring projects as required
<b>Location</b>	CCA, 350 Sauchiehall Street, Glasgow G2 3JD
<b>Reports to</b>	General Manager
<b>Manages</b>	Occasional temporary support and interns
<b>Role purpose and role dimension</b>	Responsible for leading on generating fundraised income from trusts and foundations, individuals and corporates, acting as a key ambassador for the organisation
<b>Key external contacts</b>	<ul style="list-style-type: none"> <li>• Current and prospective supporters</li> <li>• Relevant industry bodies e.g. Arts and Business, IoF, OSCR</li> </ul>
<b>Key internal contacts</b>	<ul style="list-style-type: none"> <li>• General Manager</li> <li>• Director of Artistic Planning</li> <li>• Marketing &amp; Communications Manager</li> <li>• Artistic Director</li> <li>• SE Board</li> </ul>
<b>Financial dimensions</b>	Expectation to meet income targets and responsibility for the development expenditure budget
<b>Key areas for decision making</b>	Fundraising strategy, in consultation with senior colleagues

Key Result Areas	Key Tasks	% of time
<b>Strategy</b>	<ul style="list-style-type: none"> <li>• Writing and development of the SE development strategy in consultation with the General Manager</li> <li>• Staying up-to-date on latest best practice across the industry</li> <li>• Working with the SE Board and Network to identify new routes to financial support</li> <li>• Researching and identifying new prospects</li> <li>• Working with colleagues to identify upcoming projects which are suitable for fundraised support</li> </ul>	<b>30%</b>
<b>Stewardship</b>	<p>Across all three funding strands:</p> <ul style="list-style-type: none"> <li>• Developing and managing the donor events and engagement programme</li> <li>• Maintaining current donor relationships and cultivating new prospects</li> <li>• Regular presence at SE performances and events</li> <li>• Fostering strong relationships with donors through regular informal and formal meetings</li> <li>• Encouraging SE musicians, Board and staff to support the organisation-wide fundraising effort</li> </ul>	<b>35%</b>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Maintaining the SE fundraising database, thankQ</li> <li>• Writing all gift thank you and renewal letters</li> <li>• Claiming Gift Aid</li> <li>• Writing donor updates and reports</li> <li>• Updating development information on the SE website</li> <li>• Updating development information for SE programmes</li> </ul>	<b>35%</b>

## Person Specification

<b>Essential Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent experience</li> <li>• Minimum of three years' experience of working in a development role</li> <li>• Demonstrable experience of database maintenance and management</li> <li>• Experience of working to ambitious financial targets</li> </ul>
<b>Desirable Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working for an arts organisation</li> <li>• Experience of working with musicians and artists</li> <li>• Experience of developing a fundraising strategy</li> <li>• Training from IoF or other formally recognised fundraising bodies</li> <li>• Driving Licence</li> </ul>
<b>Essential skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to build strong donor relationships</li> <li>• Strong networking skills</li> <li>• Demonstrable passion for the arts in general and music specifically</li> <li>• Ability to think creatively and critically</li> <li>• Organised approach to work and attention to detail</li> <li>• Advanced MS Office skills (Word, Excel, Outlook, Access, Powerpoint)</li> <li>• Excellent and demonstrable writing skills</li> <li>• Tenacious attitude towards achieving success</li> <li>• Ability to work under pressure and prioritise</li> <li>• Ability to build positive and constructive relationships with internal and external contacts</li> </ul>
<b>Desirable skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to read music</li> <li>• Knowledge of classical music repertoire</li> </ul>
<b>Special conditions</b>	<ul style="list-style-type: none"> <li>• Applicants must be able to attend concerts and events across Scotland outside of normal working hours as required by the company's touring schedule</li> </ul>