



Development Lead

Role Description

Scottish Ensemble – Development Lead (part-time)

Role and Person Specification

Introduction

This is a rare opportunity to join the staff team of one of the UK's most dynamic and forward-thinking classical ensembles. A newly created and key role, the Development Lead is responsible for nurturing and growing relationships with Scottish Ensemble's network of supporters – individuals, trusts / foundations and corporate, and ensuring that we meet associated income targets.

The successful candidate will be working as part of a small, collaborative, non-hierarchical and creative team, each of whom plays a crucial role in realising the ambitions of the Ensemble.

We are looking for someone who identifies with and is excited by Scottish Ensemble's mission and philosophy. You will be an exceptional communicator, be that verbally or written, and someone with a strong track record both in stewarding existing donor relationships but also in identifying and cultivating new ones. You will be adept at matching an array of different artistic plans to donor interests, ensuring that both parties benefit from the relationship. You will be a creative and fast thinker, someone who excels in a role that is both strategic and practical, and someone who is prepared to contribute more widely than simply within the confines of this role description – happy to bring to the team ideas and suggestions that benefit all areas of the organisation's work.

If you are excited by this opportunity, we look forward to hearing from you.

If you would like an informal chat with our Interim CEO [William Norris](#), about the role please email them and we'll be happy to arrange a call.

Scottish Ensemble Biography

Scottish Ensemble (SE) is the UK's leading string orchestra; a core of outstanding string players who perform together under Artistic Director Jonathan Morton. Based in Glasgow, Scotland, SE inspires audiences in the UK and beyond with vibrant performances which are powerful, challenging and rewarding experiences, crossing genres, styles, musical periods and artistic forms to offer fresh perspectives on classical music.

SE regularly collaborates with high-profile guest artists, from trumpeter Alison Balsom and mezzo-soprano Sarah Connolly to cellist Pieter Wispelwey and violinists Patricia Kopatchinskaja and Nicola Benedetti. SE is also becoming increasingly known for its international collaborations with artists from other disciplines, from dance and theatre companies to visual artists. Starting in 2014, their series of annual cross-artform collaborations has so far included immersive projects with visual artist Toby Paterson; Swedish contemporary dance company Andersson Dance; electronic-classical crossover composer Anna Meredith and visual artist Eleanor Meredith; and, Scottish theatre company Vanishing Point.

Alongside performances across Scotland, SE presents concerts across the UK, London and the globe. Recent invitations to tour abroad have resulted in engagements in Taiwan, China, Brazil, the USA and across Europe, performing at prestigious venues from the Shanghai Concert Hall (China) and the John

F. Kennedy Center for Performing Arts (USA) as well as festivals including the Edinburgh International, Edinburgh Fringe and Thuringia Bach Festivals.

SE is also committed to expanding the string repertoire, with recent commissions including new works from John Tavener, James MacMillan, Sally Beamish, Martin Suckling and Anna Meredith.

Scottish Ensemble Mission

To create exhilarating musical experiences that forge new connections between people, places and ideas.

Scottish Ensemble Core Values

- 1) We believe that music is a highly flexible and collaborative art form that can and should make meaningful connections across repertoire, genre, form and discipline.
- 2) We want to create opportunities for musicians to explore and stretch their musicianship, creative and communicative skills, to ensure they are continually developing as artists and as ambassadors for music-making.
- 3) We believe that classical music can be as connected to current audiences, communities and artists as it is to its great, centuries-old traditions, but only when boundaries and conventions are reassessed.
- 4) We celebrate Scotland's diversity and create work to build strong connections across the length and breadth of the country, but also aspire to share our work with international audiences.
- 5) We are responsible global citizens who use resources in a socially and environmentally conscientious way.
- 6) We believe that technology can enable us to explore new artistic opportunities and to share our performances and creative learning work with as wide an audience as possible.

Development Lead: Role Description

Job title	Development Lead
Terms	Hours: 3 days per week plus evenings and weekends at events and performances as required Salary: £30-32,000 pro rata depending upon experience Holiday entitlement: 13 days (22 pro rata) rising by 1 day per year of service to a maximum of 17 Pension: provided by NEST Contract: permanent
Location	Flexible. We are open to proposals for remote and home working for this position, with a minimum of monthly visits to the SE office (at the CCA in Glasgow) and attendance at our Scottish tours and development events.
Reports to	Chief Executive
Manages	Development Assistant
Role purpose and dimension	This role is responsible for delivering the majority of Scottish Ensemble's development income targets and with the Chief Executive, cultivating and maintaining relationships with a range of donors and stakeholders.
Key external contacts	<ul style="list-style-type: none"> • Trusts and Foundations • SE <i>Strings Attached</i> Members • Corporate partners
Key internal contacts	<ul style="list-style-type: none"> • Chief Executive • General Manager • Artistic Director • Marketing & Communications Manager • Development Assistant
Financial dimension	<ul style="list-style-type: none"> • Support on planning and delivering on fundraised income targets • Writing budgets for trust applications and reports
Key areas for decision making	<ul style="list-style-type: none"> • Updating and managing fundraising initiatives and schemes • Donor cultivation and cultivation event management • Trust applications and processes • Establishing new fundraising partnerships

Role Scope

Key Area	Key Responsibilities
Trust Fundraising (c.35%)	<ul style="list-style-type: none"> • With the Chief Executive, agreeing a portfolio of relevant trusts; planning and writing appropriate applications; reviewing and working to achieve an annual income target • Coordinating a calendar of trust applications and reporting and ensuring adherence to deadlines • Writing reports, cover letters and updates to all funders • Ensuring appropriate accreditation for all funders across SE's operations • Researching new trusts relevant to SE's changing business model
Individual Giving (c.35%)	<ul style="list-style-type: none"> • With the Chief Executive, reviewing and working to achieve an annual income target • Cultivating relationships with Individual Donors to support progress up through SE's giving ladder • Overall management of and regular attendance at any development events • Supporting the Marketing & Communications Manager on the creation of any development print • Maintaining SE's prospect pool and collaborating with other key staff members to cultivate new sources of income
Corporate (c.15%)	<ul style="list-style-type: none"> • With the SE board, establishing contact and target lists • With the Chief Executive, identifying corporate partnership opportunities within SE's business model • Establishing a system for rolling corporate invitations and follow up • Creating corporate sponsorship packs and benefits packages
Board (c5%)	<ul style="list-style-type: none"> • Attendance at Board Meetings as required • Working with the Chief Executive to undertake contact-mapping with board members and ensure connections and expertise of board members are fully utilised
Fundraising Administration (5%)	<ul style="list-style-type: none"> • Overseeing good practices in GDPR, data management, financial processes (day to day tasks in this area undertaken by the Development Assistant)
Other responsibilities (c5%)	<ul style="list-style-type: none"> • On-the-road touring support as shared by the full SE team • Other duties as appropriate and described • Management of Development Assistant

Person Specification

Essential knowledge/experience	<ul style="list-style-type: none"> • Minimum of five years' experience working in an arts/culture/heritage environment • Strong track record of successful trust fundraising and donor stewardship • Demonstrable experience in building donor relationships and pipeline management • Experience of campaign stewardship • Knowledge of Gift Aid, Data Protection and other relevant compliance regulations • Strong administrative experience • Passion for live music and the arts
Desirable knowledge/experience	<ul style="list-style-type: none"> • Knowledge of the cultural sector, trends and challenges in Scotland, the UK and internationally • Experience of using a CRM/ Development database • Knowledge of UK tax system
Essential skills	<ul style="list-style-type: none"> • Superb communication, interpersonal and writing skills, and able to communicate with a wide variety of people. • Ability to build positive, constructive and empathetic relationships • Ability to establish and deliver strong administrative systems • A collaborative team player • Excellent time management and planning skills, and an ability to work to deadline
Desirable skills	<ul style="list-style-type: none"> • Full clean UK driving licence • Database management
Special conditions	<ul style="list-style-type: none"> • Applicants must be eligible to work in the UK

While the above specification represents our ideal mix of skills and experience for the role, we welcome applications from those who meet a majority, but not all, of the skills/experience outlined.

How to apply

To apply, send your CV, accompanied by a cover letter (saved as one document) outlining why you are interested in the position and how you meet our role requirements, to the address below by 5.30pm on Monday 26 July.

You may send a video or audio recording in place of a cover letter if you wish.

Interviews will be held during the period 5-6 August.

Send applications to: william.norris@scottishensemble.co.uk

We also request that you complete our [Equal Opportunities Monitoring Form](#) – all data is gathered anonymously.