



INTERNATIONAL MUSIC AND PERFORMING ARTS CHARITABLE TRUST

The charity managing the creation and running of the Dunard Centre
registered in Scotland No. SC046904



JOB DESCRIPTION: DEVELOPMENT OFFICER

Role: Development Officer

Reports to: Head of Development

Office location: IMPACT Scotland: 35 St Andrew Square, Edinburgh, EH2 2AD

Salary: £30,000-£35,000

Closing Date: 5pm, Friday 5 April 2024

Interview process: Online interviews will take place w/c 15 April 2024, second round interviews w/c 22 April 2024.

IMPACT Scotland is recruiting a Development Officer who will provide key support building, developing and managing relationships with trusts and foundations, individual supporters and corporate partnerships. This permanent, full-time role will suit a self-motivated, articulate individual with the ability to work confidently across multiple income lines.

The IMPACT Scotland team is expected to grow with the building, and the right candidate will have the opportunity to be part of a developing, dynamic organisation that is helping to shape Edinburgh's cultural future.

Context

IMPACT Scotland is the charitable organisation responsible for overseeing the creation and running of the Dunard Centre, the first purpose-built music and performance space in Edinburgh for more than a century. Designed by David Chipperfield Architects with Nagata Acoustics, this all-purpose performance venue will have at its heart a world-class auditorium

offering the very best in modern acoustics in a flexible setting for all kinds of music and performance.

This landmark building will become home to the Scottish Chamber Orchestra and the Edinburgh International Festival; it will be a vibrant, creative hub that teems with life all day, matching the vibrancy and diversity of three weeks in August in a year-round offer. Designed to slot into a bustling city centre site fringed by heritage buildings, its 1,000-seat auditorium, bars, workshop rooms and recording facilities will host a diverse programme that combines classical, pop, rock, folk, jazz, spoken word and electronica. Its innovative and wide-reaching community engagement programme will connect artists, audiences and communities in year-round opportunities for lifelong learning.

The Dunard Centre benefits from the generous support of the Dunard Fund — a long-term funder of the arts and music in Scotland — and is the cultural centrepiece of the Edinburgh and South East Scotland City Region Deal, a transformative partnership between the UK and Scottish Governments and Edinburgh City Council. Through the support of Royal Bank of Scotland, the Dunard Centre will be built in the heart of Edinburgh, behind and directly connected to the Bank's historic registered office at 36 St Andrew Square.

As the enabling works on site near their completion, the Dunard Centre is looking towards its four-year construction period, which is expected to begin later this year. The Development Officer would therefore be joining the team at an exciting time, as this long-awaited prospect becomes a reality.

Key responsibilities

- Supporting income generation and pipeline management.
- Writing informed, engaging and effective fundraising proposals.
- Assisting the HoD with prospect research, building on a strong pipeline of potential donors across income streams.
- Working closely with colleagues to obtain information for proposals.
- Grant administration, monitoring and reporting.
- Ensuring IMPACT Scotland maintains accurate donor records and regular communications with supporters and prospects.
- Assisting in the planning and delivery of IMPACT Scotland's fundraising events programme.
- Administering and minuting internal fundraising meetings, including the Fundraising Committee.
- Promoting IMPACT's Legacy programme.
- Working with HoD and IMPACT's marketing and comms leads to develop and deliver a programme of communication and campaign materials.
- Representing IMPACT at external functions.
- Undertaking other relevant activities as required.

Essential skills & experience

- Proven track record of using initiative to secure grants and donations.
- Able to create compelling, tailored fundraising content to drive donor engagement and maximise income opportunities.
- Confidently able to work on a CRM database for supporter management and reporting.
- An understanding of donor care and stewardship.
- Event creation & management.
- Outstanding people skills.

- Excellent organisation and time management skills, ability to prioritise effectively and adapt to changing circumstances.
- Knowledge of regulatory environment for fundraising from individuals including data protection, Gift Aid and fundraising codes of practice and regulation.
- Working with a team to meet shared objectives.
- A good understanding of the cultural sector and emerging trends in fundraising.

Desirable experience

- Experience of running fundraising appeals.
- Securing donations at five and six-figure level.
- Experience of Legacy campaigns.
- Experience of venues and/or capital projects.

IMPACT Scotland is a small but ambitious and dynamic team that prides itself on its professionalism and inclusivity, where every individual plays a significant part in shaping our work and our future. It is an open and collaborative working environment where ideas, skills and experience are shared, so you can expect to find yourself well supported by the rest of the team. As a new organisation that is in the process of building its permanent staffing structure, this is an ideal post for someone who wants to help make a real difference to our trajectory as the company grows and develops.

IMPACT Scotland is an Equal Opportunities employer. We will consider a range of part-time and flexible working models, including condensed hours, days working from home, or other structures to accommodate a range of personal circumstances, and to ensure equality of opportunity between those who share a relevant protected characteristic and those who do not.

Permanent, full-time contract: 40hrs p/w

- 33 days annual leave entitlement, inclusive of public holidays;
- Candidate should be Edinburgh-based, or willing to work within the existing hybrid working policy:
 - Mon / Fri: remote
 - Tues – Thurs: in-office;
- Flexible working hours considered, but overlap with other personnel on typical working pattern preferred (Mon-Fri, 9am-5pm);
- TOIL policy: hours incurred beyond contract are recorded and can be claimed back at a time agreed with line management;
- Out-of-hours working: equivalent to 1 evening per month (2 in festival season) which can be claimed back as TOIL.

Applications

Please send a copy of your C.V. to recruitment@impactscotland.org.uk marked FAO Jenny McNeely, along with a covering letter explaining why you would like to work at IMPACT Scotland and how you believe your skills fit the requirements of the role. Please aim for your C.V. to be no longer than two sides of A4 paper.

Pre-application conversations are welcomed. If you would like to discuss the role or the company in advance of applying, please contact Jenny McNeely, Head of Development, at jenny.mcneely@impactscotland.org.uk.

If you have any disability that prevents you from following the application process as described, please contact the office for a confidential conversation on 0131 370 1351.

IMPACT Scotland is committed to equality, and we encourage you to apply no matter what your age, caring responsibilities, disability, gender, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief or sexual orientation. We welcome candidates from all backgrounds and from all sectors.

We are particularly committed to supporting applications individuals from backgrounds or social groups that are currently underrepresented in the creative industries. We will support any access requirements you may have during the recruitment process and ensure that reasonable adjustments are in place as required by the Equality Act 2010. If you require any access support if selected for interview or require further information (including requests for printed forms or access support), please contact, recruitment@impactscotland.org.uk or call the office on 0131 370 1351.

