



## Patrons & Individual Giving Fundraiser

Full-time, Fixed Term (22 months)

Salary £34,944 - £38,218 per annum

Plus generous benefits package

Hybrid / flexible working

### About the role

We have a fantastic opportunity for an experienced fundraiser to play a vital role in growing the National Galleries of Scotland's individual giving programme.

You will have a background in fundraising, in establishing growth through legacies, appeals and giving approaches. You'll also have a passion for arts and heritage that will enhance your connection with supporters. Excellent communication skills, a can-do approach and the ability to work collaboratively are essential attributes for this role.

You'll manage the development and delivery of patrons, appeals, legacy and symbolic giving activities to inspire individual supporters to make donations. The role is focussed on delivering income through four key channels – people responding to appeals, leaving a gift in their will, purchasing symbolic giving products and services and or making a donation.

Working with the Head of Development you'll engage with patrons, potential donors, steward those who have left a gift in will. You will manage targeted campaigns to increase awareness and grow fundraising income. You may also support and contribute to other income generation activities on occasion as part of the wider team objectives.

Initially on a 22-month fixed term contract, with the possibility of extension subject to income generation as a result of the role.

### The difference you'll make

You will have a key role to grow the National Gallery of Scotland's relationships and income with individual supporters. Reporting to the Head of Development, you will help them to grow our Patrons programme, recruit new supporters and develop networks, and work collaboratively with colleagues. Your responsibilities will include:

- Managing the delivery of a Patron's programme including:
  - Preparing presentations and proposals to secure support from individuals for our public programme and capital projects.

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- Identifying new potential prospects, initiating approaches and/or running cultivation meetings or events, working with relevant colleagues as required.
- Working with the Development Coordinator to manage the process of renewals and be a first point of contact for existing and prospective patrons, recording activities into the Spektrix database and producing performance reports as required.
- Developing and delivering the Patrons event programme, including attending and supporting events and preparation for quarterly patrons board meetings (UK and US).
- Engaging with and stewardship of legacy pledgers while working to promote gifts in wills to potential donors. Establishing and maintaining a notifications system and reporting, developing persuasive materials and managing campaigns with a long-term view towards increasing awareness and growing fundraising income through legacies.
- Handling legacy enquiries including liaising with external executors and the NGS finance team to administer legacy donations.
- Supporting the cultivation and stewardship of the individuals and knowledge of the administration of the US Patrons 501 (c)(3) organisation.
- Collaborating with colleagues across the organisation to develop fundraising appeals and then co-ordinating and managing delivery of those appeals. Creating promotional messages and materials, establish giving levels and payment mechanisms.
- Promoting existing symbolic giving products and services, working with the Development Coordinators to manage the delivery and fulfilment of those products and services. Developing website content and manage payment mechanisms. Working with colleagues to research and introduce new symbolic gifts.

## Who we are looking for

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

- Very strong written and verbal communication skills – especially the ability to manage multiple stakeholder relationships and to write compelling propositions and promotional materials.
- A successful track record in delivering income through individuals and including via appeals, symbolic giving and legacy strategies.
- A track record of devising and delivering events.
- Demonstrable experience in fundraising, particularly in the arts/heritage sectors.
- Excellent persuasion skills, able to develop and agree promotional ideas and then see them through to implementation.
- Understanding of budgets and collaborating with teams to meet fundraising targets.
- Conscientious in updating the systems that underpin fundraising activities.
- Ability to organise, meet deadlines and prioritise work.
- Good IT skills, including website content management systems, PowerPoint, Word and Excel software and CRM databases.

## It would also be great if you have:

- Experience of database management for fundraising including legacy tracking, stewardship and reporting.

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- Experience of creating engaging appeals with budgets and on time.
- Experience of developing and managing symbolic giving products and services.
- Experience or education within an arts/heritage context.
- Qualification in fundraising and or specific certificates, for example in legacy management from the Institute of Legacy Management or similar.
- An enthusiasm for and interest in the National Galleries of Scotland and arts, culture and heritage.

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

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## Salary

£34,944 - £38,218 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 Monday to Friday. Occasional weekend work and flexibility with working schedule are essential and some early evening work will be required. 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 the Modern Two, 73 Belford Road, Edinburgh, EH4 3DS where free car parking is available on site. 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 28.97% 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, 10 March 2025.**

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