



# Grants and Partnerships Officer

Full-time and Permanent

Salary £37,614 - £41,138 per annum

Plus generous benefits package

Hybrid / flexible working

## About the role

We have an exciting opportunity for a confident and collaborative fundraiser who knows how to build strong relationships and turn good ideas into compelling funding and partnership opportunities.

As our Grants and Partnerships Officer, you'll help secure philanthropic income from trusts and foundations, corporate partners and sponsors. You'll manage a defined portfolio of opportunities, developing high-quality funding applications and sponsorship proposals that support our strategic priorities.

We are looking for someone who brings experience of securing 5- and 6-figure funding, building relationships with funders or corporate partners, and working across a large and complex organisation. With this experience and excellent writing skills, you will be able to turn complex ideas, projects and financial information into clear and persuasive proposals.

You'll be organised, collaborative and comfortable managing multiple opportunities, deadlines and funding cycles. Confident in managing structured processes and governance requirements, you'll work across departments to develop fundable projects and partnership propositions, ensuring submissions are well planned, insight-led and aligned with funder or partner objectives.

Most importantly, you'll enjoy building relationships, spotting opportunities and collaborating with colleagues to make great things happen, directly contributing to the sustainability and ambitions of the National Galleries of Scotland as part of a busy Development team.

## The difference you'll make

As the Grants and Partnerships Officer your role will require you to contribute directly to growing and sustaining our philanthropic income through effective grant fundraising and developing corporate sponsorships. Reporting to the Development Manager – Grants and Partnerships, you will:

- Manage a portfolio of grant and corporate sponsorship prospects, supporting relationship-building, proposal development, reporting and stewardship activities.
- Work collaboratively with colleagues across the organisation to develop high-quality grant applications and corporate sponsorship proposals, coordinating content, budgets and supporting information.

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

National Galleries of Scotland is a charity registered in Scotland No. SC003728

VAT No. GB 1001904 82

- Assist with the design and shaping of fundable projects and partnership propositions, applying co-creation approaches that align organisational priorities with funder or corporate partner interests.
- Contribute to effective pipeline management across grants and corporate partnerships activity, maintaining accurate records of prospects, approaches, agreements, outcomes and reporting requirements.
- Undertake funder and corporate partner research and due diligence, applying robust ethical, reputational and risk-assessment principles to prospect identification, proposal development and partnership management.
- Work with colleagues to ensure timely submission of funding applications, sponsorship proposals, partnership agreements, progress reports and final reports in line with funder and partner expectations.
- Support stewardship of trusts, foundations and corporate partners through clear communication, acknowledgements, updates and ongoing relationship-building activity.
- Support the development and delivery of sponsorship activation, working collaboratively with internal teams to deliver agreed benefits, recognition and engagement activity in line with partnership agreements.
- Work closely with Development colleagues to ensure joined-up planning, consistent messaging and alignment across grants and corporate fundraising activity.
- Contribute to the maintenance of accurate and up-to-date records on the CRM system, ensuring data integrity, reporting accuracy and compliance with internal processes.
- Contribute to monitoring and reporting on grants and sponsorship income and performance.
- Operate effectively within a structured, process-driven fundraising environment, managing multiple deadlines, funding cycles and stakeholder inputs.

## Who we are looking for

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

- Experience of securing 5- and 6- figure funding from grant-giving organisations and/or corporate partners, funders or sponsors, ideally within a large or complex organisation.
- Proven experience of developing high-quality grant applications and/or corporate sponsorship proposals that require coordinated input from multiple internal stakeholders.
- You'll understand relationship-based fundraising and be confident working with external funders, corporate partners and senior internal colleagues.
- Good knowledge of project design and co-creation principles, including setting outcomes and articulating impact and theory of change within funding proposals.
- Understanding of sponsorship principles, including how corporate partners assess value, brand alignment and audience reach, and how sponsorship outcomes and benefits can be defined and measured.
- Awareness of the importance of due diligence, ethical assessment and reputational risk considerations in relation to funding or sponsorship opportunities.
- Strong organisational and project management skills, with the ability to work on multiple funding, partnership or sponsorship opportunities concurrently.

- Excellent written communication skills, with the ability to translate complex organisational activity into clear, persuasive funding and partnership proposals and reports.
- Confidence working within established processes and systems to manage pipelines, reporting and performance.
- Proven ability to collaborate effectively across teams and departments in a matrixed or institution-wide setting.
- High attention to detail, professionalism and discretion when handling sensitive information and relationships.
- Solid understanding of budgets, with the ability to analyse financial information and incorporate it into proposals and funding strategies.

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

- Experience fundraising in the arts, culture, heritage or education sectors.
- Familiarity with capital, programme or multi-year project funding.
- Experience using Spektrix or a comparable CRM system.
- Enthusiasm for the mission and work of the National Galleries of Scotland.

**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 2.6m visitors in 2025.

**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.

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

National Galleries of Scotland is a charity registered in Scotland No. SC003728  
VAT No. GB1001904 82

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**

£37,614 - £41,138 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. Flexibility with working schedule and some early evening work may occasionally be required. We're also committed to supporting flexible working options for everyone which includes flexible working, working remotely and flexitime policies. For the hybrid working this will be 2 or 3 days in the office and the remainder of the week working remotely.

### **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 Lodge, 72 Belford Road, Edinburgh, EH4 3DS where free car parking is available on site. However, you'll 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 Friday, 11 September 2026.**

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