

JOB DESCRIPTION



Job Title:	Trust Fundraising Manager
Line Manager:	Director of Fundraising
Location:	Elmbank Crescent, Glasgow and Hybrid Working

Main purpose of job:

To work with the Director of Fundraising, Fundraising team, and a wider range of colleagues, to raise a targeted £300k per annum from Trusts and similar sources and to contribute to the overall financial targets and fundraising income of Scottish Opera.

Key Accountabilities

- To work towards raising a target of £300k per annum for Scottish Opera from existing and new trusts and similar sources of funding.
- To produce inspiring, articulate, pertinent, and timely applications that lead to successful bids for support from trusts, lottery, local authorities, statutory bodies and similar, primarily in a written format but through all means as may be required.
- To prepare applications and reports for these funders, in line with funder reporting requirements; to collaborate with colleagues across the organisation to gather relevant information and monitor project outcomes, as may be required.
- To be responsible for formulating and delivering the strategy for trust fundraising.
- To identify, research, and initiate a timetable for funding approaches, development of new leads and expansion of support from the trust sector.
- To prepare and manage the trust fundraising budget in conjunction with the Director of Fundraising.
- To develop relationships with trustees, trust administrators, advisors and other donors; to work with Fundraising colleagues to strengthen relationships with trusts and other funders.
- To be involved in the work of the Individual Giving and Events teams as appropriate and to contribute to Scottish Opera's holistic approach to supporters, ensuring supporters and contacts experience Scottish Opera in a positive, engaging and inspiring way.
- To maintain clear, accurate records of research, applications, income, and reports, via our CRM system Spektrix and other appropriate mechanisms; to produce reports and data insights as may be required to enhance understanding and performance of fundraising.
- To engage with colleagues across the organisation to contribute to thinking and planning for work which may attract trust or other fundraising income; to embrace new projects or funding opportunities which may arise, growing trust income and engaging new supporters
- To attend performances, rehearsals or other Scottish Opera activity as required to host and engage supporters and prospects and to invest in ongoing learning about Scottish Opera's performance activity.

Key Performance Indicators

- Achievement of annual trust income target and deadlines for work within Scottish Opera objectives.
- Consistently high quality written work, produced in a timeous manner, for proposals, submissions and reports.
- Strong integration with the Fundraising team, working with colleagues to ensure a holistic view of supporters which enhances their experience with Scottish Opera.

Key Relationships

Internal

- All levels of staff at Scottish Opera in order to research detailed trust applications and reports, particularly the Education, Marketing, Planning, and Technical Departments.

External

- Administrators and Trustees (often at a high level) of Charitable Trusts and Foundations
- Networking with other arts fundraisers.
- Representing Scottish Opera at performances, events and meetings where required.

Person specification

The ideal candidate for this role should:

- Be able to demonstrate a minimum of two years' professional experience in trust fundraising (in any sector) and have a track record of generating substantial income from this source. Alternatively, a candidate may demonstrate the ability to influence a similar identifiable outcome through targeted written communications in another analogous field.
- Have strong knowledge of trust fundraising best practice combined with a strong grasp of contemporary research techniques – or demonstrate an ability and willingness to learn swiftly and effectively.
- Demonstrate the ability to write a well-structured funding application, using clear, concise, and grammatical English.
- Be able to research, collate, and evaluate information from various sources independently, synthesising this information into compelling written copy and reports.
- Demonstrate good interpersonal and communication skills in order to make approaches and build positive relationships with existing and potential funders .
- Possess a willingness to engage with funders in person and by telephone, as well as in written communications.
- Be positive, proactive, and have a flexible approach with a high degree of personal accountability.
- Possess the ability and willingness to work as a member of a team; demonstrate openness to cross-departmental working in order to secure stronger outcomes for the organisation.
- Be computer literate (particularly in Windows based applications) and have a good working knowledge of computer based research techniques.
- Have an interest in the performing arts.
- Be willing to learn about opera.

Other desirable skills:

- An awareness of the CRM database Spektrix.
- An interest in opera.

Additional Information:

- Candidates must be willing and able to attend opera performances, meetings, and other events out with normal office hours as required and to travel away from home as necessary. Advance notice and expenses will be available for these occasions.
- Be party to sensitive financial and personal information and thus confidentiality is of paramount importance in this post.

General Terms and Conditions

Hours of Work:	Standard office hours are 35 hours per week, 9.30am to 5.30pm, Monday to Friday, with an hour for lunch. This post also requires evening and weekend working when necessary. Payment for overtime is not applicable to this post
Annual salary:	£29,358 per annum
Holiday entitlement:	25 days per annum plus 10 public holidays
Probationary period:	3 months
Pension:	Pension automatic enrolment is in operation within the Company. You will be automatically enrolled into the pension scheme, you will contribute 4% of salary, and the Company contributes 8%.