

EDINBURGH SCIENCE

Job Description

JOB IDENTIFICATION

Job title: Development Officer

Responsible to: Development Manager

Last Update: August 2019

JOB PURPOSE

To be part of the Development Team that achieves its fundraising targets, raising income from a range of sources, including corporate sponsors, national and local government, research councils, trusts and individual donors. To strengthen relationships with all supporters by delivering excellent customer service, support, guidance and advice wherever needed.

This post will focus on (though will not be limited to) researching new prospective supporters and partners to build up a prospect pool, building relationships with potential and existing supporters, writing proposals and presenting funding asks in person.

KEY RESULT AREAS

- To contribute to team achievement of its revenue target
- To contribute to securing new funding partners across all supporter types (if you have a specialty within trusts, corporate or individual fundraising we can discuss your preference to specialise or to expand your skills into other areas).
- To renew sponsorship and other partnership agreements with existing supporters and funding partners
- To maximise income from existing supporters and funding partners, increasing the amount given annually where possible
- To contribute to the creation and enhancement of monetised benefits packages for all supporters and funding partners, reviewing the success of previous agreements
- To help provide excellent stewardship experiences to all supporters and funding partners, ensuring all contracts are delivered on time and maximising the benefits received

MAIN TASKS

Securing income and identifying new funding resources:

- To manage relationships with a portfolio of prospects, supporters and funding partners, with ultimate responsibility for their renewed support of Edinburgh Science

- To maximise support from existing funding partners with a view to increasing the amount they give
- To contribute to the Development team's research to identify prospective funders, via business press and other relevant publications regularly conducting research as required
- To attend meetings with prospective funders
- To research and write applications to trusts and foundations and proposals for corporate support, both philanthropic and commercial as required
- To support the development of support from individuals
- To support or manage the organisation of supporter engagement events in order to strengthen external ties to the Edinburgh Science
- To attend relevant events held by external organisations such as seminars and conferences
- To set up and attend debrief meetings with supporters and funding partners

Marketing and Funding Partner support:

- To work with the team to deliver contractual benefits to all supporters and funding partners ensuring appropriate accreditation in print and web, delivery of complimentary ticket allocations, onsite branding, invitations to hospitality events, corporate hospitality and other benefits as appropriate
- To represent Edinburgh Science and host supporters and funding partners in a variety of situations

Administration and budget control:

- To take responsibility for maintaining accurate records of relationships with a wide variety of supporters and funding partners
- To work with the Finance team and other key members of staff to oversee contracts, invoicing and delivery of benefits to funding partners
- To work with the Creative, Marketing and Education teams, to gather data and produce detailed reports to all funders and partners, including any specific or one off reporting required for particular funders
- Any other tasks as required in line with the priorities of the Development Team and the fundraising plan

COMMUNICATIONS AND RELATIONSHIPS

Internal:

- Across all the internal teams

- The Development Officers work closely with the Development Manager and the Director of Development.
- The postholder will be expected to use ThankQ database and maintain all records/utilise the reporting functions
- The Development Officer will be expected to attend networking functions to represent the organisation at every level

External:

- All Development stakeholders, including partners, sponsors and funders including trusts, and professional and other scientific bodies, corporates and individuals.

KNOWLEDGE AND EXPERIENCE, QUALIFICATIONS, TRAINING AND SKILLS

Essential:

- High level of literacy and report writing and attention to detail
- Experience of working in a sales or fundraising environment
- Ability to work to a high standard under pressure to ensure deadlines and targets met
- Excellent communication, team working and interpersonal skills
- Strong administrative and word processing skills, proficient in all Microsoft Office packages and database experience

Desirable:

- Previous experience of working in an arts, festival, educational, scientific or cultural environment
- Knowledge of and keen interest in the business world; grant-making organisation; and/or individual giving.
- Previous experience using ThankQ or other CRM database

OTHER CONDITIONS

Edinburgh Science is committed to ensuring that:

- We are an exemplar organisation in the way we embrace environmental sustainability. To achieve this, it is the responsibility of all staff to minimise the environmental impact of their day-to-day activities and adhere to Edinburgh's policies on sustainability, waste, resource usage and carbon reduction.
- We uphold the principles of equality, fairness & diversity.
- We all work within a safe environment and adhere to good standards of health & safety.
- All information is protected and managed appropriately.