



JOB TITLE:	FUNDRAISER
REPORTS TO:	CHIEF EXECUTIVE
RESPONSIBLE FOR:	Fundraising as part of The Queen's Hall Team (Sponsorship, Individuals, Trusts, and Foundations)
SALARY:	£30k pro rata
HOURS:	21-35 hours per week (dependent on candidate) for an initial period of 12 months subject to review. Freelance contractors are also encouraged to apply.

Background

An independent Charity, The Queen's Hall is a key cultural and much-loved venue in Edinburgh. Our excellent acoustic and intimacy have enhanced a programme which includes classical, jazz, folk, rock, pop, and independent contemporary music, as well as comedy and spoken word. We are home to the Scottish Chamber Orchestra and are a key Edinburgh International Festival venue. In total we attract around 90,000 audience members each year and support 3,000 artists and support staff.

In 2019 we received funding to carry out essential works on the exterior of our 200-year-old building. In 2021 we again received grants to make significant improvements to the front-of-house areas of the venue creating additional flexible spaces and modernising toilet facilities.

JOB OVERVIEW:

We are looking for an experienced Fundraiser to lead on generating essential, core, project and capital funds. The post-holder will be responsible for leading on the collaborative development of a fundraising strategy that will deliver:

- Core revenue
- Project and artistic development programme funding
- Capital and equipment funding in line with The Queen's Hall Capital and Fundraising Priority Plan

The job holder will lead fundraising and call on the talent, knowledge and experience of The Queen's Hall team of staff and trustees for support.

Key responsibilities

General

- Contribute to the collaborative development of the Fundraising and Development strategy.
- Set annual fundraising targets in conjunction with the CEO and lead the organisation to meet them.
- Identify, research, develop and manage relationships with existing and prospective individual donors, (private/corporate) trusts and foundations.
- Create a new Supporters' Scheme.
- Write persuasive applications, proposals and presentations that have successful results.
- Manage revenue and capital cultivation pipelines and produce regular status reports for internal stakeholders including the Board of Trustees
- Fully understand the many facets of the business and structure in order to value different requirements, and act with diplomacy to achieve the best possible outcome.
- Work creatively, cooperatively, and collaboratively with colleagues to deliver agreed Queen's Hall strategies, plans and projects.

Managing Relationships

- Contribute to the creation of a staff culture where everyone is valued and equipped to do their job.
- Demonstrate their commitment to equality and diversity
- Adhere to policies and procedures contained within the terms and conditions of employment and employee handbook.
- Be aware of Health and Safety policy and follow procedures within all aspects of work and contribute to promoting a workplace culture that is positive and inclusive.
- Ensure that holidays, time off in lieu, expenses, and other working arrangements are authorised appropriately.

Employee Specification

- Demonstrable skills in building and managing good relationships for an organisation and the ability to inspire others to support a cause.
- Demonstrable ability to write persuasive applications, proposals and presentations that have successful results.
- Excellent presentation skills, with the ability to manage internal and external meetings and to follow up effectively.
- Excellent organisation skills, with an ability to project manage and co-ordinate a wide portfolio of work and to take initiative and work independently.
- A collaborative colleague who appreciates the value of team working, building alliances and partnerships.
- A motivated and responsive person.
- A professional regard for reporting and accountability.

Essential	Desirable
<ul style="list-style-type: none"> • A demonstrable successful track record in fundraising 	<ul style="list-style-type: none"> • Recent experience of event management
<ul style="list-style-type: none"> • An excellent knowledge of the current fundraising landscape and the key contacts and organisations / funds 	<ul style="list-style-type: none"> • Ideally inspired by music and its ability to enhance communities and well-being.
<ul style="list-style-type: none"> • Experience of creation of fundraising strategies 	
<ul style="list-style-type: none"> • An excellent project manager with strong organisational skills and an ability to manage competing demands 	
<ul style="list-style-type: none"> • Excellent relationship management and diplomacy skills with a diverse range of stakeholders 	
<ul style="list-style-type: none"> • Excellent communication skills over a wide range of media and platforms 	
<ul style="list-style-type: none"> • A creative and collaborative approach to work 	

Hours of work

Hours per week can be flexible dependent on the right candidate.

If a freelance contract is issued all costs here are inclusive of VAT

Some evening work is required. Hours worked overtime can be taken as time-off-in-lieu (TOIL) as agreed in advance with the CEO.

The Queen's Hall staff are expected to attend events and, where necessary, Board committee meetings.

Offered on a 12-month basis with the opportunity for extension. 3-month probation.

Holidays

25 days holiday and 10 Public holidays (pro-rata)