



SCOTTISH CHAMBER ORCHESTRA

DEVELOPMENT OFFICER (RESEARCH AND DONOR INSIGHT)

JULY 2026

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Welcome from the Chief Executive

Dear Candidate,

Thank you for your interest in the role of Development Officer (Research & Donor Insight) at the Scottish Chamber Orchestra.

This is an exciting and significant moment to join the organisation. Following our 50th Anniversary celebrations in 2024 and as we look towards the opening of our new home – the Dunard Centre – in the heart of Edinburgh, we are entering a new chapter in the SCO's development.

As part of our ambition to grow philanthropic support and strengthen our fundraising capacity, we are creating this new post within the Development team. High-quality research, donor insight and prospect development play an increasingly important role in helping us identify new opportunities for support, build meaningful relationships with donors and make informed fundraising decisions.

The Development Officer (Research & Donor Insight) will play a vital part in this work. Working across all areas of fundraising and reporting to the Development Director, the postholder will help identify new opportunities for support, strengthen our understanding of current and prospective donors, and coordinate the management of the organisation's fundraising pipeline. By providing high-quality research, donor insight and prospect intelligence, they will help ensure that fundraising opportunities are progressed strategically and that colleagues have the information needed to build strong relationships with supporters and achieve long-term fundraising growth.

While experience of fundraising, donor insight or prospect research would be valuable, we are equally interested in candidates who bring strong research, analytical, organisational or relationship management skills and are excited by the opportunity to apply them in a fundraising context. For the right person, this is an opportunity to develop specialist expertise in prospect development and donor insight while making a tangible contribution to the future success of one of Scotland's leading cultural organisations.

The Scottish Chamber Orchestra is an equal opportunities employer committed to finding the very best candidate for this position. We aim to create an equal and fair recruitment process open to all. Accessible and welcoming to the diverse communities and partners we engage with, applicants will receive equal treatment irrespective of age, sex, sexual orientation, gender reassignment, race, religion or belief, marital status, disability or pregnancy/maternity.

We look forward to hearing from you and discussing this role in more depth.

With best wishes,



Gavin Reid
Chief Executive

2. About the Scottish Chamber Orchestra

The Scottish Chamber Orchestra (SCO) is one of Scotland's five National Performing Companies and has been at the heart of the nation's cultural life since 1974.

Internationally recognised for the quality and versatility of its performances, the SCO presents a wide-ranging programme of orchestral, chamber and choral music throughout Scotland, internationally and online. Its repertoire spans classical masterworks, contemporary commissions and innovative cross-artform collaborations.

Under the direction of Gregory Batsleer, the SCO Chorus is an auditioned amateur ensemble which has built a reputation as one of Scotland's most vibrant and versatile choirs. As the Orchestra's resident chorus, it performs regularly with the SCO and also presents its own programme of performances and collaborations.

Alongside its artistic programme, the SCO is committed to ensuring that people of all ages and backgrounds can engage with and participate in music. Through its Learning and Participation programme, the Orchestra delivers workshops, participatory projects, performances and resources in schools, communities and health and social care settings.

A particular highlight of recent years was the SCO's five-year residency in Edinburgh's Craigmillar community, which built on the area's rich tradition of community arts and connected local people with a national cultural resource. The learning, partnerships and relationships developed through this work continue to inform the organisation's approach to community engagement and participation.

An exciting new chapter for the SCO began in 2019 with the appointment of Maxim Emelyanychev as Principal Conductor. His tenure has recently been extended until 2031, reflecting the extraordinary artistic success of his partnership with the Orchestra.

The SCO enjoys long-standing relationships with many leading artists working across orchestral, chamber and historically informed performance. The Orchestra is also committed to the creation and performance of new music, having commissioned more than 200 new works from composers including current SCO Associate Composer Jay Capperault, Sir James MacMillan, Dame Judith Weir, Anna Clyne, Errollyn Wallen, Sir George Benjamin and the late Sir Peter Maxwell Davies.

Supported by the Scottish Government, the City of Edinburgh Council and a community of philanthropic supporters, the SCO brings together musicians, staff, Board members and partners in a shared commitment to artistic excellence, creativity and ensuring that great music remains accessible to as many people as possible.

3. The Orchestra's Year

WINTER SEASON

From late September to mid-May, the SCO's Winter Season provides around 23 weeks of own-promoted concerts throughout Scotland, typically with two or three concerts each week – at least 60 concerts in total. These take place weekly in Edinburgh and Glasgow with additional performances in Aberdeen, Inverness, Dumfries, Ayr, St Andrews, and Perth. Touring, recording, Family Festival, New Year 'Viennese' concerts and outside engagements such as Celtic Connections in Glasgow each January, also fall within this period.

SUMMER AND NON-SEASON

Scottish Summer Touring

From mid-May to the end of September, there is a core of 10-12 weeks' work. During the summer months, the SCO undertakes five to six weeks of Scottish regional touring to towns and villages throughout the Country, including remote areas in the Highlands and Islands.

Festivals and Overseas Touring

The SCO is one of Scotland's foremost cultural ambassadors, in demand throughout the world. International touring activities are supported by the Scottish Government. Most recently, the Orchestra visited the Concertgebouw, Amsterdam in May 2026; further trips to Europe and to East Asia are planned in future years. In the UK, the Orchestra regularly appears at the Edinburgh International Festival, the BBC Proms and at the East Neuk and Lammermuir Festivals.

Learning and Participation

The SCO is widely regarded as a leading innovator in the field of orchestral engagement and participation. Reaching over 12,000 people each year, right across Scotland, the Orchestra's Learning and Participation programme gives people of all ages and backgrounds opportunities to participate in, create and enjoy music and music making. The programme is structured into three areas: creative learning, creative communities and creative health and our range of programmes takes our musicians into classrooms, communities and health and social care settings across Scotland.

4. Structure and Background

The administration of the SCO consists of 27 full-time and 4 part-time members of staff. It is led by the Chief Executive, to whom the departments of Concerts, Learning and Participation, Marketing & Communications, Development & Sponsorship and Finance & Administration report (see attached Organisation Chart).

The Orchestra has several named positions including:

- **Maxim Emelyanychev** Principal Conductor
- **Andrew Manze** Principal Guest Conductor
- **Joseph Swensen** Conductor Emeritus
- **Jay Capper** Associate Composer
- **Gregory Batsleer** Chorus Director

5. SCO Development Department

The Development team plays a vital role in supporting the Scottish Chamber Orchestra's artistic ambitions and ensuring that people across Scotland can continue to benefit from exceptional musical experiences both on and beyond the concert platform.

Working closely with individual supporters, trusts and foundations, corporate partners, public funders and other stakeholders, the team is responsible for generating philanthropic income and building long-term relationships that support the SCO's artistic, learning and participation programmes. Funds raised help make possible concerts, tours, recordings, new commissions, community engagement activities and a wide range of creative projects.

The Development Department currently raises approximately £1.3 million annually and has ambitious plans for future growth, with a goal of increasing this to £1.8 million in the years ahead. Alongside annual fundraising, the team is also responsible for growing support for the SCO Foundation, the organisation's endowment fund, which helps strengthen the Orchestra's long-term financial resilience and future sustainability. As the organisation looks towards the opening of the Dunard Centre and the opportunities this will create, philanthropy and partnership support will play an increasingly important role in helping the SCO realise its long-term vision.

To support these ambitions, the SCO is investing in its fundraising capacity through the creation of two new roles within the Development Department. These appointments will strengthen the organisation's fundraising capacity through enhanced philanthropy, prospect development, donor insight and stewardship, supporting the SCO's ambition to increase philanthropic income and build long-term supporter relationships

The Development team will comprise six members of staff: the Development Director, Senior Philanthropy Manager, Philanthropy Manager (Individual Giving), Trusts & Foundations Officer, Development Officer (Research & Donor Insight) and Fundraising & Events Officer.

Throughout the year, the team works closely with supporters and partners through a vibrant programme of cultivation, stewardship and engagement activity, helping to build meaningful and lasting relationships with those who share the SCO's commitment to artistic excellence, creativity and access to music.

6. Job Purpose

The Development Officer (Research & Donor Insight) will support the growth and sustainability of the Scottish Chamber Orchestra's fundraising programme through prospect research, donor insight, prospect pipeline management and stewardship coordination.

Working across all areas of fundraising, the postholder will lead the coordination and management of the Development Department's prospect pipeline, helping to identify, qualify and track opportunities for philanthropic support. They will provide the research, analysis and intelligence needed to support effective fundraising and relationship management, ensuring that opportunities are progressed strategically and consistently.

Working closely with the Development Director, Senior Philanthropy Manager, Philanthropy Manager, Trusts & Foundations Officer and Chief Executive, the postholder will help ensure that fundraising activity is informed by high-quality donor insight, robust data and effective systems. By supporting prospect development, donor engagement and stewardship activity across the organisation, the role will play an important part in helping the SCO achieve its long-term fundraising ambitions.

7. Key Responsibilities

Prospect Research, Pipeline Management and Donor Insight

- Lead the coordination and management of the Development Department's prospect pipeline, ensuring opportunities are identified, qualified, assigned, progressed and reviewed in a systematic and strategic way.
- Undertake high-quality prospect research to identify potential individual donors, trusts and foundations, legacy prospects, corporate partners and other funding opportunities.
- Produce prospect profiles, briefing papers and donor intelligence to support cultivation, solicitation and stewardship activity across the Development Department.
- Work closely with the Development Director, Senior Philanthropy Manager, Philanthropy Manager, Trusts & Foundations Officer and Chief Executive to monitor prospect activity, coordinate next steps and support fundraising planning.
- Maintain oversight of prospect movements through the fundraising pipeline, ensuring actions, opportunities and relationship management activity are accurately recorded and progressed.
- Analyse supporter data, engagement trends and giving patterns to identify opportunities for donor retention, renewal, upgrade and deeper engagement.
- Work with colleagues across the Development Department to identify supporters with the potential to increase their level of support and progress through the fundraising pipeline.
- Monitor relevant sources and sector intelligence to identify new opportunities, emerging trends and changes in supporter circumstances.

Donor Data and Information Management

- Maintain accurate and up-to-date donor and prospect records within Spektrix, ensuring information is effectively captured, managed and utilised across fundraising activity.
- Support the integrity, quality and accessibility of fundraising data, ensuring compliance with organisational procedures and best practice.
- Produce reports, analysis and donor insights to support fundraising planning, performance monitoring and decision-making.
- Work with colleagues across Development, Marketing and Ticketing to support effective use of data and audience insight.
- Contribute to the development of processes, systems and reporting tools that enhance fundraising effectiveness and supporter engagement.

Stewardship Coordination

- Coordinate stewardship tracking and monitoring across the Development Department, ensuring agreed actions and donor commitments are recorded and progressed.
- Maintain stewardship schedules and tracking systems, helping to ensure a consistent and positive supporter experience.
- Support colleagues with the preparation of donor reports, impact updates, stewardship materials and recognition activity.
- Assist with donor recognition and accreditation across printed and digital materials.
- Help ensure stewardship activity is appropriately recorded, monitored and evaluate

Fundraising Support

- Provide research, information and administrative support for fundraising proposals, donor meetings, cultivation activity, funding applications and reporting.

- Prepare briefing materials, prospect profiles and background information for senior staff and Board members involved in fundraising activity.
- Support the Development Department in monitoring fundraising performance, pipeline activity and progress against targets.
- Assist in the delivery of fundraising campaigns and supporter engagement initiatives as required.

Events and Donor Engagement

- Support cultivation and stewardship events through prospect research, guest profiling, briefing materials and post-event follow-up reporting.
- Attend SCO concerts, donor events and other activities as required to support fundraising objectives and stakeholder engagement.
- Support the preparation of briefing materials for staff, musicians and volunteers involved in donor cultivation and stewardship activity.

General

- Ensure compliance with Data Protection legislation, GDPR, the Code of Fundraising Practice and other relevant regulations.
- Act as an ambassador for the SCO, promoting its values and mission through everyday practice.
- Undertake any other duties reasonably required by the Development Director.

8. Person Specification

Essential Knowledge and Experience

- Experience in an administrative, research, customer service, fundraising, development, project coordination or comparable role.
- Experience researching, gathering and synthesising information from a range of sources.
- Experience maintaining accurate records and working with databases, CRM systems or other information management systems.
- Experience coordinating activity involving multiple stakeholders, projects or competing priorities.
- Experience producing reports, briefings, presentations or other written materials.
- Understanding of the importance of data quality, confidentiality and GDPR compliance.

Essential Skills and Attributes

- Strong research, analytical and information-gathering skills.
- Excellent organisational skills and attention to detail.
- Ability to analyse information and present findings clearly and concisely.
- Strong written and verbal communication skills.
- Ability to build positive working relationships and work collaboratively with colleagues and stakeholders.
- Ability to use initiative, manage competing priorities and work effectively both independently and as part of a team.
- Strong IT skills, including experience of databases, spreadsheets and Microsoft Office applications.

Desirable Knowledge and Experience

- Experience working in fundraising, philanthropy or the charity sector.
- Experience using Spektrix or a similar CRM system.
- Experience of prospect research, prospect management or donor insight.
- Experience supporting fundraising campaigns, donor stewardship or supporter engagement activity.
- Knowledge of the arts, culture or higher education fundraising sectors.

Desirable Skills and Attributes

- Interest in fundraising, philanthropy and relationship development.
- Curiosity and enthusiasm for research, donor insight and prospect development.
- Interest in the arts, culture and the role they play in society.

9. Summary of Terms and Conditions

The Scottish Chamber Orchestra is an accredited Living Wage Employer.

Contract	Full-time permanent, starting ASAP.
Salary	£26,000 - 28,000 per annum
Location	The SCO's offices are based at Royal Terrace in Edinburgh city centre. Under current hybrid working arrangements, this role requires the employee to spend a minimum of 60% of their working time at the workplace, as well as at SCO concerts and events.
Working Hours	Normal working hours are Monday to Friday 09.30 to 17.30, with one hour for lunch. You will be expected to work additional hours as necessary, including evening and occasional weekend work, to serve the requirements of the company. It is expected that this may amount to approximately one evening per week, averaged over the course of a year, but this is an estimate only. A TOIL system is in operation.
Holiday	25 Days plus 6 days public holidays, plus 3 days between Christmas and New Year.
Employee Benefits	Company Income Protection Insurance Company Life Assurance scheme Cycle to work scheme
Pension	NEST workplace pension scheme including 10% Employer contributions

We welcome applications from all nationalities. However, we are unfortunately unable to offer visa sponsorship for this role so before you apply, please ensure that you have the right to work in the UK. For more details on eligibility to work in the UK, please visit:

<https://www.gov.uk/check-uk-visa>

If you are invited to interview, we will ask that you provide evidence showing your right to work in the UK (photocopies are not accepted).

10. Application Procedure

Please download and complete the application form from our website.

Please return this form electronically to recruitment@sco.org.uk marked in the subject header with the job title by 09:00 on the specified closing date.

Alternatively, a hard copy of this completed application form can be sent to Operations Manager Heather Innes, Scottish Chamber Orchestra, 4 Royal Terrace, Edinburgh, EH7 5AB.

If you have any specific access requirements, please let us know and we will do our best to meet your needs.

The SCO is an equal opportunity organisation; we value diversity and welcome applications from anyone with appropriate skills. If you are applying for this position, please fill out our online Equal Opportunities Monitoring Form [here](#).

No recruitment consultants at this stage please.

11. Recruitment Timetable

Deadline for Applications	Monday 3 rd August 2026 09:00
Interviews	Thursday 13 th August 2026 in person at the SCO Offices in Edinburgh or via MS-Teams.

MS-Teams interviews can be arranged on request, but an in-person meeting will be required prior to any offer. Any second-round interviews will take place on a date to be confirmed. Further details will be shared with shortlisted candidates.

12. Further information

Application Form, Organisation Chart, Strategic Plan, Privacy Notice to Applicants.

Season brochures and other publications available from <https://issuu.com/scomusic>