

EDINBURGH SCIENCE

Job Description

JOB IDENTIFICATION

Job title: Development Manager

Responsible to: Director of Development and Marketing

Last Update: February 2023

JOB PURPOSE

The post holder will support the Director of Development and Marketing in the overall management of the Development Team's workload and the achieving of all organisational fundraising goals and targets. The role will focus on raising funding for the Science Festival, related educational activities and other projects as appropriate.

Research, identification and securing new sources of sponsorship and funding will be key, whilst maintaining relationships with new and existing supporters to ensure ongoing funding in order to meet the income targets of the organization.

KEY RESULT AREAS

- Contribute to successful team achievement of agreed annual income targets for fundraising.
- Day-to-day line-management provided to the Development Co-ordinators with full support of the Director Development and Marketing.
- To renew sponsorship and other partnership agreements with existing supporters and funding partners and steward all relationships effectively in order to maximise income.
- To provide an excellent service to all supporters and funding partners, ensuring all contracts are delivered on time and maximising the benefits they receive.

MAIN TASKS

Strategy and planning

- Support the Director of Development and Marketing and Senior Development Manager in implementing the organisation's fundraising and development strategy.
- To regularly report on progress against the Development teams targets.
- Support development and implementation of new database system.
- Day to day line management of the Development Co-ordinators and oversee the work plan for the team supported by the Head of Development.
- To work with the Director of Development and Marketing and the rest of the Development Team on defining products, benefits, features and prices of funding partnerships.

Implementation

- To research, identify and target prospective funders in line with the agreed strategy.
- To take a highly creative approach to securing funding, working closely with the Festival's Creative, Production, Education and Marketing teams to develop bespoke events and benefits packages for existing and prospective supporters.

- To evaluate each funding partner relationship and devise individual plans in order to improve satisfaction and strengthen commitment to organisation.
- Manage regular communications to existing and prospective funders.
- Work with internal and external stakeholders in order to facilitate introductions with prospective funders.
- To set up meetings with prospective funders throughout the year and during the Science Festival, Careers Hive and Generation Science tour in order for prospective supporters to experience the organisation's work.

Delivery and evaluation

- To oversee delivery of all contracts by the Development Team (and other staff members where necessary) to ensure all funding agreements fulfilled.
- To input into the creation and delivery of hospitality events to ensure funders needs are met.
- To oversee reporting, cultivation and stewardship for all .
- To evaluate all funding partner relationships, involving colleagues in the process as necessary, to identify areas for improvement.

Administration

- To keep accurate records of all prospective and existing funders in database system.
- To ensure all funding partners have contracts.
- To ensure all invoicing records are kept up to date and oversee invoicing procedure with Finance Director.

Advocacy and relationship building

- Build strong relationships with individual funding partners: primary account manager for an agreed portfolio of funding partners.
- Represent Edinburgh Science at external events as required.
- Attend appropriate conferences and seminars in order to strengthen relationships within the Festival and Fundraising community
- To attend networking events to build new contacts for and reputation of the organisation.

Team supervision and development

- Day-to-day management of the Development Co-ordinators.
- Maintain the Development Team resource/workload plan.
- Devise timelines/schedules etc.
- Supervise the Development Co-ordinator's day-to-day workload to ensure that key deadlines are met.
- Other tasks as required.

COMMUNICATIONS AND RELATIONSHIPS

External:

- Development stakeholders, including Partners, Sponsors and funders such as Trusts, Corporate Sponsors, Suppliers, Professional & other Scientific bodies, and Board members.
- All Funding Partners and some Festival programme and venue partners.
- Other Edinburgh Festivals.

Internal:

- Director of Development and Marketing and the Development Team
- All other Edinburgh Science departments, teams and internal stakeholders.

KNOWLEDGE AND EXPERIENCE, QUALIFICATIONS, TRAINING AND SKILLS

Essential:

- Minimum three years' experience working in a fundraising environment.
- Experience of managing others.
- Record of securing and stewarding Corporate Sponsors.
- Demonstrable track record of writing successful grant applications.
- Ability to work to a high standard under pressure to ensure deadlines and targets met.
- Excellent interpersonal, influencing and negotiating skills.
- Experience of using a CRM system.
- Strong administrative and word processing skills, proficient in all Microsoft Office packages, including Excel and familiar with preparing PowerPoint presentations.
- Good writing, editing skills and presentation skills.

Desirable:

- Previous experience of working in an arts, festival, educational, scientific or cultural environment.
- Experience in managing and developing fundraising databases.
- Good knowledge of the business world and UK fundraising sectors, in particular the science and technology sectors.
- Experience of devising and implementing fundraising strategy.
- Knowledge of trusts, research councils, public sector funders and/or individual giving.

OTHER CONDITIONS

The role may involve some travelling. It may include occasional overnight stays and unsocial hours. 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.