



Executive Search by Professionals, for Professionals  
**Our Experience Makes the Difference**



Royal Conservatoire  
*of* Scotland

Engaged by our client to recruit a  
**Prospect Researcher**

---

## Candidate Information Brief

---



# About our Client

## Royal Conservatoire of Scotland

Founded in 1847, Scotland's national conservatoire is a global leader in performing arts education, consistently ranked in the top ten of the prestigious QS World University Rankings. Specialist tuition across music, drama, dance, production, film and education under one roof creates an environment where artists move between disciplines, immersed in a culture of creativity and collaboration that sparks bold new work and ways of thinking.

Students learn from the best at RCS, where they work alongside award-winning teaching staff, industry experts and internationally acclaimed guest artists.

As the only conservatoire in the country, RCS is uniquely placed to partner with the nation's leading artistic companies to provide one-of-a kind learning experiences.

At RCS, students grow into the artists they want to be, where they're encouraged to develop not just their art but their power to use it.

RCS graduates are resourceful, highly employable and members of a dynamic community of artists who make a significant impact across the globe.

### Did you Know?

The Royal Conservatoire of Scotland started life as the Glasgow Athenaeum in 1847, which aimed to "provide a source of mental cultivation, moral improvement and delightful recreation to all classes."

The Athenaeum was formally opened by the author Charles Dickens, who delivered the inaugural address at the first 'soiree'.

## Role Purpose:

Access to high-quality arts education is more challenging than ever, but RCS remains steadfast in its mission: to provide world-class training to talented individuals, regardless of the barriers they may face. This mission is only possible because of the philanthropic support we receive. Delivering intensive performing and production arts education demands significant investment. With philanthropic help, we're able to offer high-impact student experience — supporting masterclasses, advanced facilities, specialist equipment, and much more.

*"We must keep investing in the arts because what is the world without dance, music, art and theatre? It would be less joyful, and that's not a society we want to be in."*

**The Joe and Elaine Gerber Charitable Trust**

We are now looking for a highly motivated fundraiser to join us as our inaugural Prospect Researcher, to support us to continue to deliver our vital work.

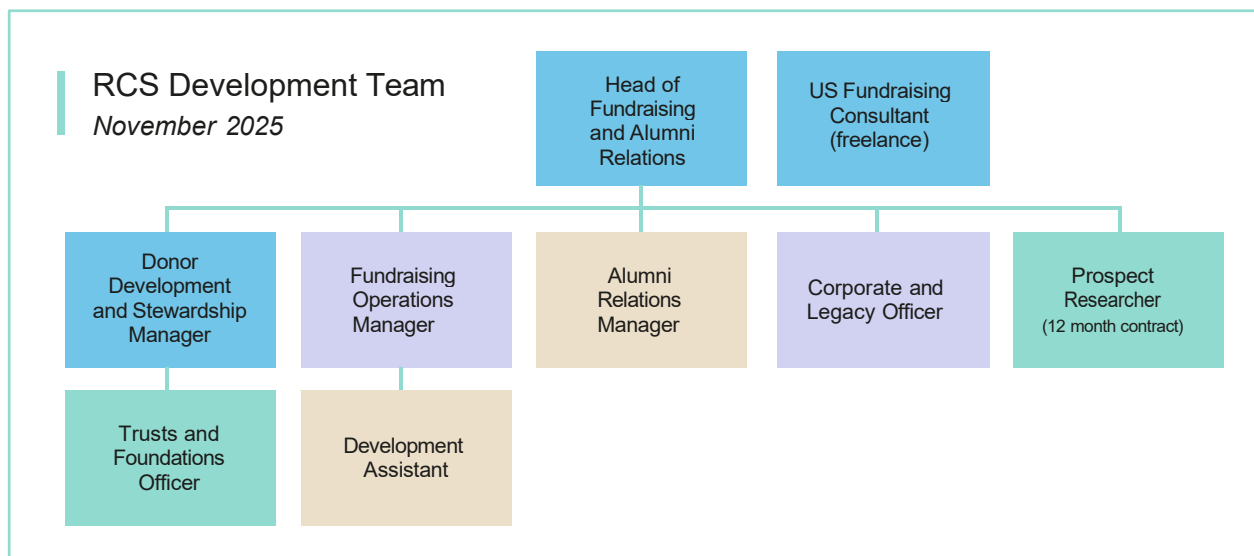
If you are someone who thrives in a dynamic and collaborative environment, with a passion for philanthropy and the arts this could be just the right role for you. You will have strong research and analytical skills, and the ability to identify potential supporters, including High-Net-Worth (HNW) individuals, corporates, and trusts and foundations.

Comfortable working both independently and as part of a team, you will be skilled in developing strategies to build lasting relationships with key stakeholders, particularly across the UK, North America, and other priority recruitment and fundraising regions for RCS. Your approach will be evidence-based and strategic, aligning with the wider ambitions of Scotland's national conservatoire.

You will work closely with the Development Team as well as the Board of Governors, Principal and Senior Executive colleagues to ensure our approach is informed, strategic, and evidence led.

# You will be joining The Development Team

A small and incredibly busy department



## Dear prospective applicant

Thank you for your interest in the Prospect Researcher role at the Royal Conservatoire of Scotland. We are proud to say that the Royal Conservatoire of Scotland is world-leading in the delivery of arts education and the work the Development and Alumni Relations does is an integral part of this success.

Over the past few years, we've been reshaping fundraising at RCS and deliberately evolving the Development and Alumni Relations team. This has included investing in new posts, strengthening our data and systems, and building a more intentional, strategic pipeline. We've refined a relationship-driven major gifts programme, refreshed our Friends and Patrons regular giving scheme, clarified our corporate offer, widened and deepened our alumni networks and expanded our international focus, particularly across North America. Much of this progress reflects the skills of our expanded team and the momentum we're building together. The next step in that journey is deepening our insight. We need to understand who is connected to us, where the strongest opportunities lie, and how we best prioritise our time across individuals, trusts and foundations, corporates, alumni, and international prospects. This role sits at the heart of that work.

We're looking for someone who can settle quickly, who understands the fundamentals of fundraising, and who can confidently turn information into focused, actionable recommendations. You don't need a long fundraising career behind you, but you do need to know what prospect research contributes, why it matters, and how it drives income growth. This is a new role in a high-performing team. For the right candidate, it's an opportunity to apply your skills to real questions and make a tangible difference straight away.

You'll join a collaborative, ambitious team who care deeply about supporting students and widening access to the arts. You'll work closely with colleagues across major gifts, trusts and foundations, corporate partnerships, legacy development, and alumni engagement, helping us identify and qualify the prospects who can make the greatest impact. You'll also support our growing international strategy, helping map overseas alumni networks and philanthropic opportunities in partnership with our Fundraising Consultant based in North America.



Most importantly, your insight will help unlock opportunities that directly change students' lives from scholarships and hardship support to world-class learning experiences.

If this sounds like the right environment for your skills and curiosity, we look forward to hearing from you.

**Julie Reynolds**  
*Head of Fundraising and Alumni Relations*



# Key Responsibilities of Prospect Researcher

- Undertake high-quality research into HNW individuals, trusts, companies, and foundations to support major gift, trust, corporate, and mid-value fundraising activities.
- Proactively identify new prospects through wealth indicators, philanthropic interests, professional networks, and alignment with RCS priorities such as widening access, artistic excellence, and sector innovation.
- Support international fundraising efforts, especially in London and the US, by identifying key networks, diaspora links, alumni prospects, and philanthropic trends relevant to the performing arts and higher education.
- Prepare detailed and well-written briefings, profiles, and due diligence reports for fundraisers, senior staff, and board members.
- Prepare and research bios for priority prospects who are attending events or meetings with leadership.
- Support the preparation of cultivation and stewardship events through guest research and strategic recommendations.
- Help to maintain a robust, evidence-based prospect pipeline across giving levels and types. Input and manage data on the fundraising CRM (Spektrix), ensuring accuracy, confidentiality, and compliance with GDPR.
- Contribute to due diligence processes in line with RCS's gift acceptance and ethical fundraising policies.
- Stay informed on trends in philanthropy, prospect research techniques, and sector best practices.
- Collaborate with the Development Team to ensure prospect information is kept current and accurate, supporting timely and effective engagement strategies.



# Essential Skills and Experience

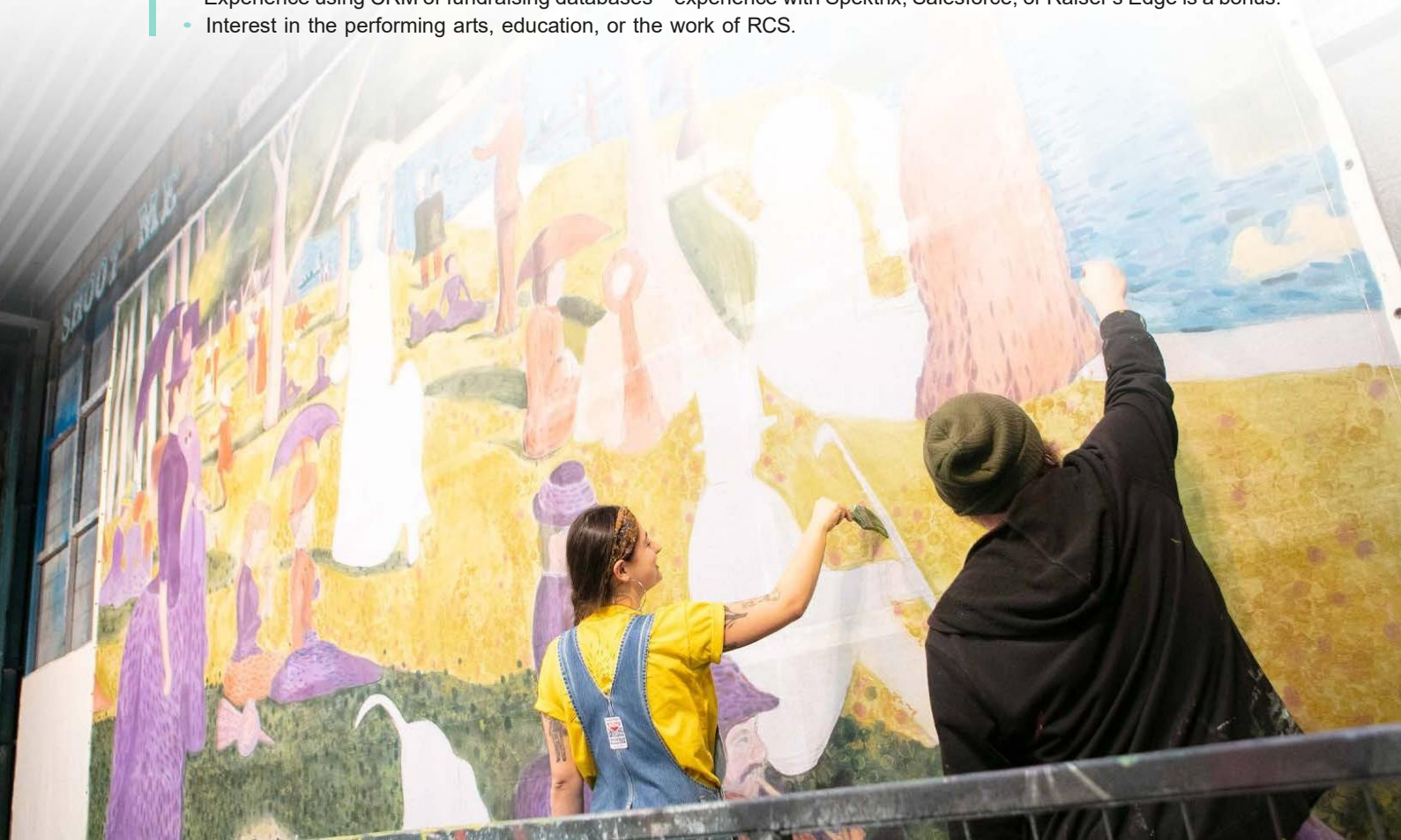
## Experience, Knowledge and Skills

- Experience in conducting qualitative research using diverse, reputable sources (e.g., charity registers, company records, press databases).
- Strong writing and analytical skills, with the ability to distil complex or sensitive information into clear and actionable insight.
- Ability to work independently and manage multiple priorities in a deadline-driven environment.
- High level of accuracy and attention to detail.
- Proficiency with Microsoft Office, especially Word and Excel.
- Understanding of data protection, GDPR, and ethical research principles.

# Desirable Criteria

## Education, Qualifications and Training Experience, Knowledge and Skills.

- Experience in conducting qualitative research using diverse, reputable sources (e.g., charity registers, company records, press databases).
- Strong writing and analytical skills, with the ability to distil complex or sensitive information into clear and actionable insight.
- Ability to work independently and manage multiple priorities in a deadline-driven environment.
- High level of accuracy and attention to detail.
- Proficiency with Microsoft Office, especially Word and Excel.
- Understanding of data protection, GDPR, and ethical research principles.
- Experience working in a prospect research, fundraising, or advancement setting within higher education, the arts, or non-profit sectors.
- Familiarity with philanthropic networks in Scotland and/or the UK.
- Experience using CRM or fundraising databases – experience with Spektrix, Salesforce, or Raiser's Edge is a bonus.
- Interest in the performing arts, education, or the work of RCS.





**A World Top Ten  
institution for  
performing arts  
education**



# Remuneration Package & Benefits

## Flexible working:

You can work in the office in central Glasgow, work hybrid or remote with visits to the Conservatoire.

## Compensation:

£29,686 per annum.

## Terms:

This is full-time, 35 hours per week position. The initial contract is for 12 months.

## Benefits:

- Pension - All eligible staff are automatically enrolled into the appropriate pension scheme when they join the RCS. The available pension schemes are Strathclyde Pension Fund, Teachers Pension Scheme (both defined benefits schemes) and UCRSS.
- Annual leave entitlement of 29 days a year. The Conservatoire also has 13 public holidays, some of which are flexible and some of which are fixed.
- Season Ticket Travel Loans
- Staff discounts Free tickets (where available) for RCS staff use for most events promoted by the RCS. Ticket offers for RCS and other Glasgow organisations sometimes include discounted rates for other companies.
- Staff receive discounts for RCS short courses, Junior Conservatoire and credit rated short course programmes for themselves and family members.
- Access to RCS Library Resources
- Wellbeing Benefits - Employee Assistance Provision (EAP), Cycle to Work Scheme, Occupational Health.





# Eilish McDowell

Will be the Consultant who will lead on this role

## Contact details

☎ Phone: +44 (0)7720 249200

✉ E-mail: [eilish@caithnessconsulting.co.uk](mailto:eilish@caithnessconsulting.co.uk)

## How to Apply

Caithness Consulting has been appointed by the Royal Conservatoire of Scotland to conduct this search on their behalf. We pride ourselves on our candidate centred approach and welcome initial confidential discussions with potential candidates before deciding to apply. Should you wish to do so, please contact Eilish to arrange a convenient time.

Alternatively, please submit a copy of your CV to Eilish along with a one or two page covering letter outlining why you believe you are a good fit for this role.

We will review your details and respond as soon as we can.

Closing Date:

14<sup>th</sup> January 2026

Interview Date:

Week commencing 19<sup>th</sup> January 2026

A full job and person specification, plus other documents of interest are available to download from the vacancy page on our website. [www.caithnessconsulting.co.uk](http://www.caithnessconsulting.co.uk)







Our professional integrity underpins and informs everything that we do individually and as a company.

As the world of recruitment becomes ever more reliant on technology and while we embrace these benefits, we never forget that we are in a “People Business” and People matter.



Caithness  
Consulting

[www.caithnessconsulting.co.uk](http://www.caithnessconsulting.co.uk)