

Job Description



Job Title:	Director of Development
Responsible to	General Director
Location:	Elmbank Crescent, Glasgow

Main purpose of job:

To be a great, professional, deeply experienced fundraiser, who can passionately lead a very strong team of 7 to sustain terrific results for Scottish Opera.

To ensure that the Development team works effectively together to deliver the fundraising objectives as defined in the Scottish Opera Business Plan.

To provide strong leadership and management, inspiring and motivating the fundraising team, and other colleagues, to help develop and sustain a culture within Scottish Opera that is supportive of the fundraising strategy.

To develop, manage and deliver a clearly defined strategy to ensure sustainable levels of income for Scottish Opera, across all areas of Individual Giving, Major Gifts, Legacy, Corporate and Trusts & Foundations.

To have experience of, and to take responsibility for, the cultivation and stewardship plans for major gift prospects and supporters, understanding and utilising best practice in major donor prospect research.

To meet the current income target from all sources of philanthropic activity for the year 2025/26 of £1.7million including legacy giving with planned year on year annual growth of 5%.

Key Accountabilities:

- To the General Director for raising £1.7 million in 2025/26 and to meet the income targets for 2026/2027 and beyond.
- To partner with the Director of Marketing and Communications for all aspects of internal and external communications required in support of our philanthropic activity, ensuring consistency with the Scottish Opera brand.
- To develop, manage and deliver a clearly defined Development strategy, which will ensure sustainable levels of philanthropic income for Scottish Opera and to ensure that the development strategy supports the overall Scottish Opera organisational vision and objectives.
- To actively research, build and manage relationships with potential and existing donors, and to collaborate with the General Director in creating a comprehensive Major Gifts campaign.

- To research and develop funding proposals and to liaise internally to determine the most attractive projects for major donors thereby helping develop a culture within Scottish Opera that is supportive of this strategy for fundraising.
- To manage a pool of individual Major Gifts prospects and to provide support to the General Director and senior volunteers in managing their prospects.
- To lead the development of the Dame Janet Baker Circle and living legacy gifts
- To grow and manage sustainable corporate partnerships by building relationships with potential and existing Scottish Opera supporters and to manage strategies which enhance these relationships.
- To ensure assiduous management and stewardship of all relationships within Development aegis and to maintain excellent records and analysis of such relationships.
- Reporting to the General Director and in consultation with the Board of Scottish Opera, to refresh the Case for Support that articulates and promotes the vision and aspirations of the Company
- To provide strong leadership for the Development team members and to motivate them to achieve their financial targets and potential.
- To lead on the management of Development objectives and strategies agreed for Scottish Opera and to contribute to the evolution of new initiatives for fundraising.
- Be accountable for the health, safety and wellbeing of the Development team, and to manage and guide them. Further, to work with the team to identify new fundraising opportunities and develop new strategies to secure support from new sources.
- Provide accurate analysis and reporting of all Development activity.
- Attend Scottish Opera rehearsals, performances and other events as necessary, including on tour.
- To provide the Board of Scottish Opera and its sub committees (as may be required) reports (both written and verbal) in a timeous and accurate fashion.

Person Specification:

This role requires an experienced leader already operating at Senior Manager or Director Level.

Knowledge, Skills and Experience requiredEssential

- An ambitious and exceptional fundraiser, with significant success in building relationships with high-net-worth individuals and securing major gifts
- A strong work ethic accompanied by a good sense of humour
- Demonstrable accountability for fundraising outcomes i.e. you have personally raised money and closed deals
- At least three years' experience of leading and performance managing a successful fundraising team
- Strong creative writing skills, and experienced in writing effective Cases for Support
- Possess excellent communication verbal and written skills, strong literacy and numeracy, including ability to draft and edit complex documents to a very high standard of written English
- Effective administration and organisational skills and computer literate
- Up to date knowledge of best practice in prospect research and understanding how to translate this research into results
- A full understanding of the challenges associated with the public phase of a capital campaign (as may be required in due course)
- Strong interest in opera and more widely, the performing arts is desirable
- Ability to produce high quality work under pressure and to deadlines

Desirable

- Educated to degree level
- A professional Fundraising qualification

Personal qualities and attributes

- Energetic, with a strong desire to succeed
- Positive and enthusiastic, empathetic
- Resilience and ability to 'bounce back'

General Terms and Conditions

Hours:	Normal office hours are 9.30 a.m. to 5.30 p.m., Monday to Friday, with 1 hour's unpaid lunch. Option for Hybrid/Flexible Working. This role requires work outside of these normal hours to attend meetings and performances on a regular basis.
Annual salary:	Depending upon experience
Holiday entitlement:	25 days annual leave, plus 10 public holidays per annum
Probationary period:	3 months
Pension:	After completion of 3 months service, the Company makes an 8% contribution into the company's group flexible retirement plan and the employee makes a contribution of 4%.