

SCOTTISH BALLET

Job Description

1.	Job title: Major Gifts Manager
2.	Location: Position based in Glasgow. Required to attend meetings, performances and events nationally and, on occasion, internationally, including after hours during performance seasons.
3.	Job summary: To work closely with the Head of Philanthropy to maximise the company's strategic approach to fundraising from individual donors, to support the artistic vision of the organisation. This will include managing a portfolio of relationships with current major donors, as well as researching and identifying new prospects and generating new income from individuals to meet private giving targets.
4.	Reports to: Head of Philanthropy
5.	Key working relationships: <ul style="list-style-type: none">• The position is a senior member of the Advancement team.• The position works closely with the Advancement team, particularly the Private Giving & Sponsorship Officer• The position liaises with the Marketing and Engagement teams, CEO/Artistic Director and Executive Director.• Requires the ability to build excellent relationships with key stakeholders including Board members and current and prospective patrons.
6.	Key accountabilities: <ul style="list-style-type: none">• To support the Head of Philanthropy in researching, developing and implementing a stewardship plan for patrons, including writing high-level communications and proposals• To take a lead role in major gifts fundraising to support Scottish Ballet's creative output, both on stage and 'beyond'• To actively seek major gifts in line with the Advancement strategy (including one to one meetings), in particular, the 50th Anniversary Five in Five Campaign
7.	Specific duties: <ul style="list-style-type: none">• Develop SB's major gifts programme, with particular focus on attracting new HNWI patrons

	<ul style="list-style-type: none"> • Manage a portfolio of existing and potential major donors • Work with key SB stakeholders, including the Board, to identify and successfully steward new prospects and current major donors • Support the work of the Advancement team by inputting in to wider plans for cultivation and stewardship events/ initiatives • Ensure patrons and donors are properly recognised and thanked as appropriate • Produce compelling proposals and materials to seek gifts from major prospects • Write or assist in the preparation of fundraising reports as necessary • Lead research to identify major donor prospects and develop customised solicitation plans • Cultivate major donors to consider leaving a legacy to The Scottish Ballet Endowment Fund
8.	<p>Other duties: Other duties as consistent with this JD or as directed by the Head of Philanthropy or Executive Director</p>
9.	<p>Key attributes:</p> <p>Essential</p> <ul style="list-style-type: none"> • Creative and strategic approach to donor cultivation, relations and long-term planning • Proven track record of raising funds from major donors (including five level sums) is essential (3+ years minimum) • Extremely personable with demonstrative warmth, energy and enthusiasm • Excellent written and oral communication skills, demonstrating a high level of comfort with face to face asks • Possess excellent attention to detail • Willingness to work in a flexible manner, including evening and weekend duties as and when required • Ability and willingness to work independently and as part of a team, and contribute new ideas • Respect for confidentiality at the highest level <p>Desirable</p> <ul style="list-style-type: none"> • Educated to degree level or equivalent • Aptitude for researching in line with GDPR regulations • Experience of working with a fundraising database or CRM system (preferably Tessitura) • A passionate interest in the arts and a fundamental belief in Scottish

	Ballet and its mission
10.	KPIs: To be agreed and added