

**Development Officer – Trusts and Foundations (1.0 FTE)**

**Development  
Permanent**

**Job Title** Development Officer (Trusts & Foundations)

**Location** The Glasgow School of Art, Glasgow

**Reports to** Head of Development

**Purpose**

The Development Team at the Glasgow School of Art is small focussed and successful – generating over £34m since 2010 to support the capital and revenue fundraising priorities of the School.

The role of the Development Officer (Trusts & Foundations) is to identify philanthropic opportunities, prioritised in alignment with the GSA Strategic Plan and Development Strategy, and make successful applications for support to charitable trusts and foundations in the UK and overseas. The postholder will be responsible not only for creating proposals that generate significant income but also, importantly, maintaining positive relationships with supporters and prospective supporters through appropriate communications, reporting and stewardship.

As part of the wider team, the postholder will engage with academic and professional support colleagues across the institution to identify and maximise fundraising projects and opportunities.

The Role

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**Principal Accountabilities**

The post holder's main areas of responsibility will be:

- to work with the Head of Development to build an appropriate portfolio of prospective Trusts and Foundations, whose interests and areas of giving align with the strategic Development priorities of the School
- to maintain a detailed calendar of approach and reporting deadlines – to maximise potential for support and manage workload effectively
- to gather information and produce appropriately detailed reports on outcomes as required by funders
- to work alongside the wider Development Team and with Academic and Professional Support colleagues to build compelling cases for support
- to write compelling and tailored proposals that accurately reflect both proposed organisational projects or activities and demonstrate alignment with funder's criteria
- to build a respectful and engaging relationship with funders build on accurate research, personal insight and effective, timely, communications
- to record supporter/prospect research, engagement, and communication accurately and timeously on the GSA supporter database

- to record income accurately and report on progress against targets
- to support colleagues where required in the delivery of the wider Development Strategy, including attending events on campus and elsewhere

### **Person Specification**

#### Education

- Educated to Degree level (or possess equivalent relevant experience)

#### Skills and Experience

- Compelling and concise written communication skills
- Meticulous attention to detail
- Extensive experience of gathering, managing, and presenting information
- The ability to work to deadlines and manage conflicting priorities
- An understanding of the principles of building and managing a portfolio of supporters
- Experience in project managing a portfolio with a multiple donors or stakeholders
- Experience of the Raiser's Edge CRM database

#### Personal Attributes

- Methodical and systematic approach to workload prioritisation
- Ability to work collaboratively and to engender trust among colleagues
- Ability to work flexibly within in a small team
- Ability to relate well to a wide range of people
- Ability to be a creative, self-motivated, and proactive colleague
- Ability to deal effectively with highly sensitive matters and to maintain confidentiality

### **Terms and Conditions**

<b>Contract</b>	Permanent
<b>Probationary Period</b>	It is recognised that there is an inevitable 'settling in' period in any post. The probationary period is therefore an opportunity for the employee to fit within the culture of the School. It should also be determined during this time whether the job is in line with expectations as expressed in pre-appointment discussions, interview and as set out in the Job Description. The probation period for this role is 6 months.
<b>Salary</b>	Grade 5, £30,487- £34,980 per annum
<b>Hours</b>	35 hours per week
<b>Holidays</b>	35 days plus 11 statutory holidays per annum
<b>Pension</b>	Local Government Superannuation Scheme
<b>Notice Period</b>	3 months