

**Development Officer – Individual and Corporate Fundraising (1.0 FTE)**

**Development  
Permanent**

<b>Job Title</b>	Development Officer (Individual and Corporate Fundraising)
<b>Location</b>	The Glasgow School of Art, Glasgow
<b>Reports to</b>	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 (Individual and Corporate Fundraising) is to develop relationships with current and prospective individual and corporate supporters to generate philanthropic income to support the Capital and Revenue fundraising priorities of the School. The role will also contribute to the delivery of wider fundraising activity such as solicitation events, tours and presentations, and sponsorship fulfilment. The Development Officer (Individual and Corporate Fundraising) will be responsible for the stewardship of specific donors, and accurate and effective record keeping and reporting.

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 colleagues to build an appropriate portfolio of prospective individual and corporate supporters whose interests and areas of giving align with the strategic priorities of the School
- to build respectful and engaging relationships with funders built on accurate research, personal insight and effective, timely, communications to maximise philanthropic support for the priorities of the Glasgow School of Art
- to help deliver successful development events and realise sponsor benefits
- to identify, oversee and develop sources of digital income, researching and assessing existing channels and new opportunities, including initiatives to increase regular giving
- develop and deliver online and regular giving fundraising appeals working closely with the GSA Creative Network, where appropriate
- to record supporter/prospect research, engagement, and communication accurately and timeously on the CRM database
- to record income accurately and report on progress against targets
- to ensure effective stewardship of supporters and prospective supporters

- to support colleagues where required in the delivery of the wider Development Strategy

**Person Specification**

Education (essential)

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

Skills and Experience

- Experience or understanding of relationship management as it relates to individual or corporate fundraising
- Experience or understanding of fundraising from individuals including regular/online giving
- Experience of securing cash and in-kind sponsorship
- An interest in the arts, higher education, and heritage
- Excellent organisational skills and the ability to work in a pressurised environment
- Good communication skills – verbal and written

Personal Attributes

- Excellent interpersonal and relationship management skills
- Ability to be a creative, self-motivated, and proactive colleague
- Ability to work flexibly within a small team
- Ability to work collaboratively and to engender trust among colleagues
- Ability to relate well to a wide range of people
- Ability to deal effectively with highly sensitive matters and to maintain confidentiality

**Terms and Conditions**

**Contract**

Permanent

**Probationary Period**

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