



Fundraising Manager at NYOS Job Description

The National Youth Orchestras of Scotland (NYOS), which provides top-class music education and performance experience to thousands of young musicians from all over Scotland, is seeking to appoint a Fundraising Manager to join the Marketing & Development Team.

Role:

To work as part of the Marketing & Development Team on a range of fundraising activities but with overall responsibility for individual giving.

Job Title:

Fundraising Manager

Reports to:

Head of Marketing & Development, but ultimately the Chief Executive & Artistic Director

Terms:

Salary is negotiable depending on experience.

This is a permanent post (0.6 FTE - 35 hours per week) with a generous holiday allowance. Occasional evening and weekend work is necessary to fulfill the role.

Background:

The National Youth Orchestras of Scotland (NYOS) has over 35 years experience in delivering high quality, internationally recognised music education opportunities for young people throughout Scotland. From its outreach education programme in communities across Scotland, to its professionally delivered core programme of orchestral training and its CPD training for pre-professional senior students, NYOS is committed to supporting the development of confident, skilled young musicians and seeks to make these opportunities accessible to all, inspiring children and young people throughout Scotland to become involved in music making.

The Head Office, in Glasgow, is responsible for managing all NYOS activities.

Main Duties will include:

- To oversee all individual giving including chair sponsorship, major gifts, legacies, alumni, friends scheme etc.
- Support the Head of Marketing & Developing with trust and foundations applications
- Support the Head of Marketing & Development in maintaining sponsorship campaigns
- Supporting all general fundraising activities
- Participating in the organisation of fundraising events
- Carrying out general administration duties including typing reports and developing fundraising materials

Experience required for this position includes:

Essential

- Previous experience in fundraising
- Good organisational and administration skills
- A high standard of verbal and written communication skills and attention to detail
- Competent IT skills including management and operation of Access databases
- Demonstrable ability to plan and prioritise own workload with minimum supervision
- A keen awareness of the PR requirement of this role along with a high level of interpersonal skills
- A demonstrable passion for the 'product' and a clear commitment to the cause

Desirable

- Previous experience in a similar role
- Previous experience in the arts

Application procedure

To apply please send a curriculum vitae with a covering letter including the names and contact details of two referees to Joan Gibson, NYOS, 13 Somerset Place, Glasgow, G3 7JT or email to info@nyos.co.uk by no later than Monday 30 November 2015.

Further details about NYOS are available on the NYOS website www.nyos.co.uk

NYOS is committed to Equal Opportunities and welcomes applications from all sections of the community.