



EDINBURGH INTERNATIONAL FESTIVAL

The Edinburgh International Festival is looking for an experienced, passionate and dedicated Development Officer (Trusts and Corporates) to join the team. We want you to help us deliver this unparalleled celebration of the performing arts, which brings some of the most exciting and creative artists working today to audiences from around the world.

To manage a portfolio of Corporates, Trusts and Foundations and assist the Corporate Partnerships Manager and Trusts and Foundations Manager secure new support for core activities and projects to enable the International Festival to deliver its vision for the future.

This is an exciting role for an ambitious fundraiser to develop and hone their fundraising skills within a dynamic and successful team.

We believe that being inclusive and diverse across all areas of our work helps us bring the best international festival to Edinburgh. We believe that an inclusive culture is the foundation for a successful workplace, and we strive to grow our diverse representation across our staff, our artists and our audiences.

We are committed to equality of opportunity and welcome applications from individuals, regardless of their backgrounds and life experience.



EDINBURGH INTERNATIONAL FESTIVAL

Job Title	Development Officer (Trusts and Corporates) Full time, permanent
Reports to	Corporate Partnerships Manager and Trusts and Foundations Manager. Line managed by Corporate Partnerships Manager.
Works with	Development Team and wider Festival team
Job Purpose	To manage a portfolio of Corporates, Trusts and Foundations and assist the Corporate Partnerships Manager and Trusts and Foundations Manager secure new support for core activities and projects to enable the International Festival to deliver its vision for the future.

Responsibilities

To work productively as part of the Development Team and in particular to support the Head of Development, Corporate Partnerships Manager and the Trusts and Foundations Manager in managing current supporters and securing new corporates and trusts & foundations.

Corporate Fundraising - Key tasks

- Support the Corporate Partnerships Manager and Head of Development to build on corporate relationships and develop new fundraising ideas
- To manage a portfolio of existing in-kind sponsors and to actively seek new in-kind support for the Festival
- To work with the Corporate Partnerships Manager in recruiting new members for the Corporate Membership Scheme and reaching targets
- To manage the majority of Corporate Member relationships
- To research and write proposals for corporate partnerships
- Assist the Head of Development and Corporate Partnerships Manager to deliver contractual benefits to all corporate partners

- Research potential corporate partners by reading business press and other relevant sources

Trusts and Foundation Fundraising - Key Tasks

- To manage a portfolio of existing Trusts and Foundations, ensuring deadlines for applications are monitored and met
- To prepare, submit and monitor Trust and Foundation applications, as agreed with the Trusts and Foundations Manager and Head of Development
- To be responsible for the timely stewardship of relevant Trusts and Foundations
- To Support the Trusts and Foundations Manager and Head of Development prepare applications to Trusts, developing innovative and compelling narratives to present the International Festival's work in line with funder priorities.
- To research and identify new sources of funding from Trusts and Foundations. Monitor industry information and take an active role in identifying opportunities for funding from and trusts and foundations.

General tasks

- Ensure excellent relationships with Corporates and Trusts, keeping them fully informed, meeting all reporting deadlines and cultivating strong and enduring relationships
- Prepare debrief reports for corporate partners and corporate members and reports for Trusts inline with content requirement and deadlines
- Ensure all income is accounted for, acknowledged and complies with financial and legal requirements and adheres to the Festival's Ethical Fundraising policy and due diligence process
- Work with colleagues across the Festival to gather the necessary information in a timely manner to make and service applications and proposals
- To work closely with the Development Officer to ensure all payments are accounted for, that appropriate accreditation is confirmed and that the delivery of complimentary ticket allocations takes place.
- Ensure that all details and contacts are maintained and fully up-to-date on the CRM system (Spektrix)
- Meet agreed financial targets to contribute to the overall Development Team income
- Undertake any other tasks requested by Head of Development, Corporate Partnerships Manager and Trusts and Foundations Manager

- Confidently represent the International Festival's core brand values and personality in all areas of your work

Person specification

Essential

- At least 2 years or demonstrable equivalent experience in a similar role
- Excellent written and presentation skills
- A people person, a strong communicator, both in person and in writing
- Ability to prioritise a busy workload while ensuring targets and deadlines are met
- A team player, who will contribute energy, creativity and enthusiasm
- The ability to work on your own initiative, taking a pro-active approach to work
- Proficient in IT skills including Word, Excel, and PowerPoint and ability to work from home if required
- Excellent research and analytical skills
- A can-do attitude

Desirable

- An interest in and appreciation of arts and culture
- Experience of using Spektrix or a similar fundraising CRM or database
- Knowledge of the corporate sector and charitable trusts

Terms and Conditions

Working days/hours Our standard working hours are 35 hours per week, by agreement within standard office hours of 9.30 to 17.30, Monday to Friday. During the Festival in August it will be necessary to work outside standard hours and at weekends and payment of overtime is not applicable to this post.

Flexible working We welcome any requests to discuss flexible working. There is no obligation to raise this at the application stage but if you wish to do so, you are welcome to. Flexible working can also be part of the discussion at the offer stage. Please note that during the 3 week duration of the Festival it may not be possible to offer or continue previously agreed flexible working.

<u>Contract type</u>	Permanent Full-Time
<u>Salary</u>	£25,000 per annum
<u>Holiday entitlement</u>	25 days per annum (with 3 days requiring to be taken between Christmas and New Year). You will also be entitled to 10 public holidays throughout the year. 5 of these days will have fixed dates and the other 5 will be floating days and will be added to your annual leave entitlement.
<u>Pension Scheme</u>	The International Festival will comply with the employer pension duties in accordance with Part 1 of the Pension Act 2008, as amended or replaced from time to time.