



# EAF

## FUNDRAISING & DEVELOPMENT MANAGER

### RECRUITMENT PACK

If you have access requirements for the application process or the project more widely, please let us know and we will accommodate these. Tools available to create access documents include **Access Docs for Artists**. Access documents will not be reviewed as part of the selection process and only used to support applicants.

For access queries, including any alternative formats, or if you have any difficulty completing the online form, please call **0131 226 6558** or email **alice@edinburghartfestival.com**.

Please find enclosed information on the **Fundraising and Development Manager at EAF (Edinburgh Art Festival)**. To apply you will need to send us a covering letter outlining your experience and suitability for the role alongside your CV to **jobs@edinburghartfestival.com**

**Deadline for applications:** Monday 24 February 2025, 12 noon

**Interviews:** W/C 3 March, 2025

Please refer to the **Fundraising Manager Job Description and Person Specification** in your application.

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Thank you for your interest in EAF.

Kind regards,

Kim McAleese  
Director

# FUNDRAISING & DEVELOPMENT MANAGER

## Application Guidance Notes

Please follow the checklist below to ensure you fully complete your application.

What?	Why?	Completed?
<b>Read Guidance Notes</b>	To ensure you send the best application you can, so you're more likely to be shortlisted.	Yes/No
<b>Research EAF</b>	This will tell you about who we are and the work we do: <a href="http://edinburghartfestival.com">edinburghartfestival.com</a>	Yes/No
<b>Read The Job Description</b>	This explains the key activities of the role. You need to be sure that you have the potential to fulfil the activities outlined, and are interested in the full range of the role. It will also detail the areas of expertise you should highlight your experience of in your application form.	Yes/No
<b>Read the Person Specification</b>	These illustrate the minimum requirements for the role. It is important that you clearly demonstrate these in your application. The desirable requirements are indicative of potential specialities that are good to reference but not essential.	Yes/No
<b>Send us your CV and Cover Letter</b>	<p>Please email your CV and covering letter to <a href="mailto:jobs@edinburghartfestival.com">jobs@edinburghartfestival.com</a>.</p> <p>Your covering letter should be no more than 2 x sides of A4. Remember to include all relevant experience including voluntary work, placements etc along with paid employment.</p> <p>Complete the <b><u>Equal Opportunities Monitoring form</u></b>, which is anonymised and separate to your application form.</p>	Yes/No
<b>Submit your application</b>	<p>If you have any difficulties submitting, contact us:</p> <ul style="list-style-type: none"><li>• 0131 226 6558</li><li>• or email <a href="mailto:jobs@edinburghartfestival.com">jobs@edinburghartfestival.com</a></li></ul> <p>Deadline: Monday 24 February 2025 at midday. We cannot accept applications after this time.</p>	Yes/No

# FUNDRAISING & DEVELOPMENT MANAGER

## Job Description

**Responsible to:** Director  
**Salary:** £34,000 pro rata  
**Start Date:** April 2025  
**Application Deadline:** Monday 24 February 2025, 12 noon  
Interviews will take place week commencing 3 March 2025

**Type of contract:** Permanent  
**Hours of work:** 30hrs/4 days a week  
**Holidays:** 16 days, plus ten public holidays

**Probation Period:** Six months  
**Notice Period:** Two months

### ABOUT EAF

EAF (Edinburgh Art Festival) is the UK's largest annual festival of visual art, taking place in August. Founded in 2004, we work with local and international partners to present an ambitious and meaningful programme of exhibitions, events and projects across the city. We recognise EAF's unique position as being a network of many constituent parts and partners, as well as being dynamic and responsive to political change. We recognise that we have power as an organisation to collectively position work, support artists, influence policy and lobby for change.

The festival's year-round civic engagement programme has long-term relationships and partnerships across the city. We are committed to sharing our programme with the broadest possible audience, and to engaging new audiences for the festival and visual arts more generally.

Alongside regular core funding from Creative Scotland and City of Edinburgh Council, each year the successful delivery of the Festival depends on raising vital additional income from a range of sources including the Scottish Government Expo Fund, Trusts and Foundations, Sponsors and International partners. For further information, please view [EAF's website](#).

### ABOUT THE ROLE

You will join our organisation at an exciting time and work closely with the Director and Development Associate to generate new income streams for EAF, with an emphasis on growing support from Trusts and Foundations, corporate sponsors and individual giving. You'll come from a fundraising background and we will support you in developing your career with EAF.

You will support a refreshed strategy, story of change, case for support and strategic communications to develop relationships and secure investment in our organisation. The purpose of the role is to:

- Work closely with the Director and Development Associate to devise and own the charity's fundraising strategy, ensuring the multi-year resilience of its fundraising function.
- Assist on the strategic development of external relations that support this strategy.







## **KEY RESPONSIBILITIES**

### **Strategy, Planning, Evaluation and Reporting**

- Write EAF's fundraising strategy in consultation with the Director, Development Associate, Trustees, staff, key stakeholders, and consultants, as needed, to reach our annual fundraising target
- Undertake prospect research, including mobilising the groups above as needed
- Establish and maintain a fundraising pipeline as a management and reporting tool alongside the Director and Trustees, aligning and tracking the feasibility of the charity's fundraising targets, prospects, programme outcomes, relationship cultivation, and subsequent fundraising applications, tenders or asks
- Provide regular and accurate reports on progress to the Director and the Board
- Coordinate the delivery of accurate and informative annual reports for funders and stakeholders, demonstrating impact and driving engagement
- Ensure that all funding applications, agreements, progress reports and end of project reports are drafted and submitted within deadlines
- Liaise with the Festival Manager on the financial administration of relevant funding and sponsorship agreements, including ensuring invoices are issued and agreed income is drawn down on schedule

### **Development**

- Alongside the Director, manage responsibility for the annual fundraising target
- Devise and maintain case for support documents for EAF's core activity and programmes
- Research new fundraising prospects across a range of giving streams, including trusts and foundations, corporates, individuals and partners
- Cultivate new potential prospects, initiating an approach and securing support within a planned timeframe
- Development and nurturing of relationships with existing funders on behalf of EAF, in particular Trusts and Foundations, local authority, individuals and corporate supporters
- Write major funding applications, working with other key members of the team as appropriate
- Working closely with the Director and Chair, develop a culture of fundraising across our Board – providing collateral and key fundraising/impact messages that Trustees can promote EAF to their networks
- Manage the planning and delivery of creative, engaging and inclusive fundraising campaigns and events
- Oversee fundraising record keeping, data protection and finance coordination
- Ensure funders are credited appropriately across communication platforms
- Ensure all fundraising activity aligns with and upholds EAF's policies

### **External Relations, Communications, Identity and Profile**

- Ensure EAF's fundraising strategy is strongly aligned with our brand
- Support the development of EAF's reputation and positioning in Edinburgh, nationally and internationally
- Work with the Marketing & Communications team to embed fundraising across communications platforms and raise awareness of Edinburgh Art Festival's charitable status and case for support

## Finance

- Manage the fundraising budget, ensuring value for money, cost control and return on investment
- Manage a quarterly financial reconciliation of progress on the overall fundraising pipeline against the income targets in the management accounts, with the Director

## General

- Take an active role in the development and implementation of organisation-wide activity plans, strategies, policies, procedures, budgets and communication
- Regularly attend EAF events and activities both within the programme and elsewhere, and take an active interest in engagement in contemporary art
- Provide a flexible approach and undertake to the best of your abilities any other reasonable duties requested by EAF in or around the general scope of this job description.

## PERSON SPECIFICATION

### Essential:

- Experience of delivering successful fundraising campaigns across at least 3 income streams: Trusts and Foundations, corporate partnerships, individual giving, public funds, cultural partners or embassies
- Excellent communication skills (both verbal and written)
- Strong organisational and administrative skills, with meticulous attention to detail
- Experience of managing budgets

### Desirable:

- Experience in mobilising Trustees, staff members and key stakeholders to develop funding relationships and applications
- Experience in managing local authority or public tenders
- Proven interest in the work that EAF creates and supports, and the new vision for the organisation
- Experience in individual giving and delivering impactful fundraising campaigns
- Knowledge of the Scottish visual art sector

## APPLICATION DETAILS

Please send a current CV, cover letter and the Equal Opportunities Monitoring Form to [jobs@edinburghartfestival.com](mailto:jobs@edinburghartfestival.com) using 'Fundraising and Development Manager' as the subject heading. The cover letter should be no more than two sides of A4 and should outline your interest and suitability for the role and highlight relevant experience.

**Deadline:** Monday 24 February 2025, midday.

*Interviews will take place week commencing 3 March 2025*

EAF is a Real Living Wage employer.

## WHAT WE CAN OFFER YOU

- We are committed to addressing equality, diversity and inclusion across all our work. Our current staff team is predominantly white, cis-gender and non-disabled. For this opportunity, we particularly welcome applications from people who may be underrepresented in the arts in Scotland.
- At interview stage, you'll have the opportunity to meet some of our team.
- We are committed to our staff's professional development and network building. We will invest in your induction and training.
- We can offer hybrid working, minimum 2 days per week in office (Central Edinburgh).
- If you would like an informal, confidential conversation about the role, please contact Kim McAleese on [kim@edinburghartfestival.com](mailto:kim@edinburghartfestival.com) / 0131 226 6558

## WHAT TO EXPECT

Thank you for considering EAF. We'll review all applications and invite successful candidates for interview w/c 3 March, 2025.

### We'll ask you to:

- Prepare a short presentation based on a scenario. We'll share the topic with candidates one day before the interview date. This will help us understand your approach to a specific query or opportunity; discuss your interest in joining EAF; and the selection panel will include our Director, a Trustee and potentially one external stakeholder.
- Complete an additional task in the interview.