

## **DEVELOPMENT MANAGER (MATERNITY COVER)**

**Salary:** £25,600 per annum (FTE £32,000), fixed-term contract, 12 months

**Hours:** 4 days (28 hours) per week, exact working hours to be agreed on appointment (will include occasional evening and weekend work)

**Application deadline:** Wednesday 30 April 2025, 5pm

**Interviews:** week commencing Monday 5 May 2025

Stills Centre for Photography based in the heart of Edinburgh. Established in 1977, we have a long history of supporting the advancement, enjoyment, exploration and understanding of photography in Scotland. Our core work includes:

- **Exhibitions & Events:** Stills plays an important role in sustaining Scotland's unique photography sector by presenting the work of prominent Scottish photographers, as well as bringing international exhibitions to Scotland for the first time. We produce three major photography exhibitions each year and host a range of other displays and events.
- **Creative Learning:** This includes Stills School, our alternative photography school designed for young people who face barriers to the arts.
- **Production & Facilities:** We have the largest open-access darkroom facilities in Scotland, a digital suite of iMacs and high-quality printers and scanners. We also offer a wide range of high-quality training by experienced tutors.
- **Lending Library:** We have the largest publicly accessible collection of photography books in Scotland, which continues to be a resource for students, tutors and photography enthusiasts.

Within the Development Manager (Maternity Cover) role, you will make an essential contribution to the development and sustainability of the organisation. This is an exciting time to join the Stills team, as we continue to develop our work and plan for Stills' 50<sup>th</sup> anniversary in 2027. You will also have the opportunity to bring your own skills to the role, supporting Stills' financial sustainability and in-line with our vision and ethos. Within the Development Manager (Maternity Cover) role, you will work closely with the Director and be responsible for:

- Generating income for Stills from a number of key fundraising sources including Trusts and Foundations, individual giving and corporate sponsorship.
- Identifying strategic opportunities for future fundraising and income generation.
- Ensuring compliance with fundraising codes of ethics and practice.

### **Outline of key duties:**

- **Fundraising Management:** to identify new fundraising opportunities and write funding proposals.
- **Relationship Management:** to ensure donors, supporters and partners are kept up-to-date and communicated with in a timely manner, while also ensuring they are credited appropriately across Stills' marketing and communications.
- **Fundraising Admin:** to manage ongoing fundraising projects, keep track of timelines and lead on fundraising target management.

- Trusts & Foundations: to ensure new contracts are filed, relationships are managed, reports are completed in a timely manner and re-applications are submitted where appropriate.
- Individual Giving: to maintain and manage Stills' Friends Scheme, Gift Aid forms and Patrons Scheme.
- Sponsorship: to arrange in-kind sponsorship activity with current sponsors where required.
- Photobooth: to manage partnership requests and respond to customer enquiries.
- Events: to assist with Stills public programme of events and work across the team to keep VIP mailing lists up-to-date.
- Venue Hire: to respond to enquiries, manage agreements and oversee hires.

#### Essential Requirements:

- 4+ years experience and successful track record of fundraising for an arts organisation or within the charity sector.
- Experience implementing and working within a fundraising strategy.
- Ability to manage fundraising projects, work to timeframes and liaise with colleagues to meet deadlines.
- Successful fundraising experience from Trusts and Foundations, including grant writing.
- Understanding of best practice in fundraising.
- General understanding of the preparation and management of financial budgets against pre-planned fundraising targets.
- Proven success of working as part of a small team.
- Excellent written and verbal communication skills.
- Mac literacy.

#### Desirable Requirements:

- A general knowledge of the local, UK and international visual arts or photography sector.
- Experience in cultivating brand partnerships to support business development initiatives.
- Experience in corporate or brand sponsorship within the charity or arts sector.
- Experience in securing high net worth individuals for patronage or donations within the charity or arts sector.

**TO APPLY:** Please email a cover letter outlining why you would like to work with us including examples of relevant skills and experience. Include an accompanying CV of no more than 2 pages and send to: [vivienne.gamble@stills.org](mailto:vivienne.gamble@stills.org)

For any questions regarding the post or the application process, please contact Vivienne Gamble, Director of Stills, at the above email address.

*Please note we are also interested in hearing from freelance fundraisers and grant writers. Please email [vivienne.gamble@stills.org](mailto:vivienne.gamble@stills.org) for further details.*

Exhibitions | Courses | Production Facilities | Creative Learning | Events

**Gallery** Tues – Sat, 11-5

**Technical Facilities** Tues, Fri, Sat, 11-6 | Weds, Thurs 11-9

[www.stills.org](http://www.stills.org)