

Fundraising & Sponsorship Officer

Salary: £17,770 - £21, 324, Depending on Experience

Location: Glasgow

Fixed Term: 18 Months



Scottish Opera is Scotland's National Opera Company and one of Britain's largest arts organisations. We take world-class opera to all corners of Scotland, ensuring that as many people as possible can enjoy this wonderful art form.

Following a recent restructuring of the Fundraising & Sponsorship department, this new and exciting opportunity has arisen.

The main responsibilities will be to provide administrative support to the Fundraising & Sponsorship department, in particular the Director of Fundraising & Sponsorship. To play a key role in keeping Corporate and Individual supporters' records up to date in the Raiser's Edge database and to assist in research of potential supporters, including individuals, businesses and trusts.

You will also be required to maintain the Fundraising & Sponsorship budget through liaison with the Finance department and to monitor costs incurred by the department, including the raising of department invoices and monitoring of incoming payments.

Meticulous record keeping and an excellent working knowledge of MS Office Suite, with intermediate level of Word and Excel are essential. Familiarity with fundraising databases, in particular Raiser's Edge, would be an advantage. You will have good interpersonal and communications skills, a positive, proactive and flexible approach with good time management and organisational skills.

The successful candidate will have a minimum of two years demonstrable experience in a secretarial, administrative or data processing capacity. An interest in the performing arts would be an advantage, but is not essential.

To apply for this exciting new post and request a full job description, or to have an initial informal but confidential discussion, please contact or submit your CV in the first instance to our retained consultant, Peter Caithness, of BoydCaithness Ltd on 01382 530159 or (M) 07803 513056, e-mail peter@boydcaithness.co.uk

Closing Date: 26th March 2010