

# Research/Database Manager

**Salary: Circa £30,000 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 challenging post has been created.

The main responsibilities of which will be the creation and provision of a fundraising research strategy and system that will provide an excellent, efficient and effective prospect identification service that supports and enhances the fundraising efforts of Scottish Opera.

You will be responsible for ensuring that the system provides the support and necessary information required by members of the Fundraising team, the General Director and Board to build capacity to an agreed level that will maintain momentum of Fundraising activity and to undertake fundraising research that will support that activity.

You will further develop and enhance the database systems and establish policies and protocols in the areas of prospect research and related activities and communicate these to the Fundraising team. The postholder will also have line management responsibilities to motivate, support and manage the work of the Fundraising Officer and Events Officer.

The successful candidate will be preferably educated to degree level with significant demonstrable experience in a research or information environment, preferably in fundraising, public relations, or a charity organisation. You will have knowledge and awareness of on-line and published information sources and tools in support of fundraising research, be self-motivated and goal oriented and experience of managing other staff.

**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](mailto:peter@boydcaithness.co.uk)**

**Closing Date: 26th March 2010**