

HEAD OF FUNDRAISING

15 hours per week

Location: Our offices are in Edinburgh but the post can involve mostly online/remote working

Salary: £38,500-£42,000 p/a pro rata

For a start January/February 2024

ABOUT SCOTTISH DOCUMENTARY INSTITUTE (SDI)

We are a Scottish charity and documentary hub, renowned for nurturing world-class film talent and producing award-winning films. We support filmmakers in the art and the business of independent creative documentary and offer a range of opportunities and events to professionals, emerging filmmakers and audiences in Scotland and beyond.

SDI's Mission is to nurture new and existing talent to develop their careers and contribute to a fairer, more sustainable film industry in Scotland and internationally. To protect and support compelling, thought-provoking documentary filmmaking driven by vision and urgency. To be instrumental in engaging talent from historically marginalised groups and growing diverse communities of filmmakers and audiences in Scotland and elsewhere, through collaboration and solidarity. And to cultivate an interest in the power of documentary films to spark empathy, critical thinking and inspire positive social change.

JOB SUMMARY

SDI is a small team with big ambitions, and we're seeking a passionate, seasoned candidate who is keen to play an integral part in a tight-knit team. In this role, the Head of Fundraising will support SDI in moving closer to its financial goals and achieving its objectives to have a long-lasting positive impact on the independent documentary sector in Scotland, in the UK and internationally.

The ideal candidate will be motivated, professional, organised and a good researcher. They will be agile and able to respond to an ever-changing independent documentary landscape. We're looking for someone who believes in the mission of SDI and has passion and drive for furthering our fundraising efforts as well as strategising, developing and delivering new plans. The focus of our fundraising is grant-givers so we need someone who has existing contacts with trusts and foundations, lottery funders, statutory funders, etc. and nurture SDI's existing relationships, as well as opening up new ones, in the UK and internationally.

The Head of Fundraising will work closely with SDI's Managing Director and SDI's Board Fundraising Committee with regular reporting to both.

EQUALITY, DIVERSITY AND INCLUSION

At SDI, we are cognisant of the need to increase the visibility and impact of diverse voices in the industry – both on the screen and behind the scenes. This is crucial to SDI's success and is reflected in SDI's governance, its employment practices and policies, and its programme of work.

SDI is committed to continue increasing the diversity of its staff and wants to particularly encourage applications from historically marginalised communities, currently under-represented within SDI.

EXPERIENCE

Essential

- At least three years of experience in fundraising in the culture sector

- Substantial experience in writing grant proposals, corresponding with funders and reporting to funders
- A thorough understanding of the funding landscape (especially grant-givers), in Scotland primarily but also in the UK and internationally, and possible prospects for SDI
- Exceptional communication and relationship-building skills, including networking at events
- An understanding of the ways in which aspects of SDI's work can be presented to appeal to different types of funder
- Experience of impact monitoring and evaluation, and its importance to funders
- Attention to detail and a passion for research
- Membership of the Chartered Institute of Fundraising and working knowledge of the Code of Fundraising Practice.

Desirable

- A passion for documentary and understanding of SDI's place in the industry
- Competence with client databases and their use for fundraising purposes
- Experience working in a busy arts charity
- Experience in designing and hosting events for funders

KEY TASKS

Objectives of this role

- Fundraise to support the growth of SDI's existing activities, the organisation's core costs, and the creation of new programmes in line with its mission
- Update existing and develop new strategies to help SDI to meet financial goals and support its mission at its fullest potential
- Spot new fundraising opportunities and initiate those relationships
- Form strong relationships with external stakeholders
- Promote awareness of SDI's mission and work
- Cultivate a network of dedicated supporters

Responsibilities

- Write grant proposals and reports, and correspond with funders
- Maintain a strategic overview of SDI's fundraising against targets, and report those to the Board and Fundraising subcommittee
- Research and cultivate funders
- Effectively convey the organisation's mission, vision and programmes to potential donors
- Strategise and successfully execute fundraising campaigns
- Track whether goals are being met
- Maintain a pipeline of prospects
- Record applications submitted and outcomes, record these on SDI's CRM and store all key documents in SDI's shared electronic folders

PERKS

- Flexible working hours
- Creative, passionate and inclusive, working environment
- The chance to support the growth of the independent documentary sector in Scotland and in the UK
- Additional leave day for your birthday
- Friendly office in Leith, Edinburgh

CONDITIONS

- Initial fixed term contract for 12 months with renewal opportunity
- PT: 2 days days per week (15 hours per week)
- Pension contribution at 3%
- There will be evening, weekend and/or irregular hours during peak periods, together with travel where possible/applicable
- The post will carry a probationary period of 3 months, where a notice period of two weeks will apply. After this period, a notice period of four weeks will apply
- There is no overtime applicable to this post, but time off in lieu will apply where necessary
- 31 days holiday allowance per year, inclusive of public holidays (pro rata)

WORK HOURS

Work hours are not fixed for specific days/times during the week but we would need the post holder to be able to work most of their hours during office hours (our core hours are 10-4pm). There is no obligation to talk about your preferences at the application stage, but it will be included as part of the discussion either at the interview or at the offer stage.

FURTHER INFORMATION

Informal discussion of this position is welcome. Potential candidates looking for further information should contact us at jobs@scottishdocinstitute.com

If you require additional support in order to apply or need to request this information in another accessible format, such as large print or a coloured background, please contact info@scottishdocinstitute.com

APPLICATION PROCESS

Deadline for applications: noon Monday 4th December 2023

Interviews to be held online and/or in person: Monday 18th December 2023

To apply, please email jobs@scottishdocinstitute.com with **HEAD OF FUNDRAISING** in the subject line.

You must include your **CV** and a **cover letter** email pertaining to your application.

As part of your application, we would also like you to:

- (a) briefly tell us why you are interested in working in the field of independent creative documentary; and
- (b) share with us one of your proudest achievements in a previous role.