

Development Manager (maternity cover)

Candidate Information Pack

June 2025



The Dunard Centre
is looking for a
Development Manager
(maternity cover)
to join the team.



Job Title	Development Manager
Contract	Fixed-term, until May 2026
Reports to	Director of Development
Location	35 St Andrew Square, Edinburgh, EH2 2AD
Salary	£35,000 - £42,000
Closing date	Friday 27 June 2025, 5pm

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ABOUT THE DUNARD CENTRE

Located in the heart of Edinburgh's New Town, The Dunard Centre will be Edinburgh's first purpose-built concert hall for more than a century.

Designed by David Chipperfield Architects and Nagata Acoustics, this all-purpose performance venue will have at its heart a world-class auditorium that champions the very best in live performance across all genres, and ensures everyone can be part of it. Our ambition is to create an open and welcoming space for life-enhancing and life-changing experiences, crossing generations and communities.

This landmark building will become home to the Scottish Chamber Orchestra, and a new venue for the Edinburgh International Festival. It will be a vibrant, creative hub that teems

with life all day, matching the vibrancy and diversity of three weeks in August in a year-round offer.

Designed to slot into a bustling city centre site fringed by heritage buildings, its 1,000-seat auditorium, bars, workshop rooms and recording facilities will host a diverse programme that combines classical, pop, rock, folk, jazz, spoken word and electronica. Its innovative and wide-reaching community engagement programme will connect artists, audiences and communities in year-round opportunities for lifelong learning.

The Dunard Centre benefits from the generous support of the Dunard Fund — a long-term funder of the arts and music in Scotland — and is the cultural centrepiece of the Edinburgh and South East Scotland City Region Deal, a transformative partnership between the UK and Scottish Governments and Edinburgh City Council.

Through the support of Royal Bank of Scotland, the Dunard Centre will be built in the heart of Edinburgh, behind and directly connected to the Bank's historic registered office at 36 St Andrew Square.

The Dunard Centre is looking towards its four-year construction period, which is expected to begin in 2025. The Development Manager would therefore be joining the team at a pivotal moment, as this long-awaited prospect becomes a reality.



ABOUT THE ROLE

Title

Development
Manager

The Dunard Centre is recruiting for a Development Manager to support the delivery of its fundraising strategy across a broad range of income streams including trusts and foundations, individual giving, and corporate sponsorship. This fixed-term role will suit a self-motivated, articulate individual with the ability to work confidently across multiple income lines.

Reporting to

Director of
Development

We are a small but ambitious and dynamic team that prides itself on its professionalism and inclusivity, where every individual plays a significant part in shaping our work and our future. It is an open and collaborative working environment where ideas, skills and experience are shared, so you can expect to find yourself well supported by the rest of the team.



KEY RESPONSIBILITIES

- Supporting income generation, pipeline management and ensuring accurate donor records are maintained
- Providing regular reports, data and insight to the Director of Development
- Managing development expenditure budget
- Writing informed, engaging and effective fundraising proposals
- Contracting of corporate partners, ensuring accuracy and alignment with agreed partnership objectives and deliverables
- Managing logistics of partnership delivery
- Managing a portfolio of small to medium funders (individual giving, and trusts and foundations)
- Grant administration, monitoring and reporting
- Supporting strategy for selling seats and mid-level naming opportunities
- Supporting the development of a Dunard Centre membership scheme
- Supporting the development of the Dunard Centre's legacy programme
- Supporting the development and delivery of communications and campaign materials
- Planning and delivering an imaginative and targeted calendar of events
- Representing the Dunard Centre at external functions
- Undertaking other relevant activities as required





PERSON SPECIFICATION

Essential skills and experience

- Proven track record of using initiative to secure grants and donations
- Able to create compelling, tailored fundraising content to drive donor engagement and maximise income opportunities
- Confidently able to work on a CRM database for supporter management and reporting
- Keen understanding of donor care and stewardship
- Event creation and management
- Outstanding people skills
- Excellent organisation and time management skills, including the ability to prioritise effectively and adapt to changing circumstances
- Knowledge of the regulatory environment for fundraising from individuals including data protection, Gift Aid and fundraising codes of practice and regulation
- Working with a team to meet shared objectives
- A good understanding of the culture sector and emerging trends in fundraising

Desirable experience

- Experience of running fundraising appeals
- Securing donations at a five and six-figure level
- Experience of legacy campaigns
- Experience of venues and/or capital projects

TERMS OF EMPLOYMENT

Terms of employment

- Full-time, fixed-term contract from September 2025 to May 2026
- Salary: £35-£42k per annum
- Statutory pension contributions (4% of salary)
- 33 days paid holidays per year, inclusive of statutory holidays

Hybrid working policy

The Dunard Centre operates a hybrid working model as standard:

Mondays and Fridays: remote
Tuesday - Thursday: in-person at
No.35 St Andrew Square, Edinburgh

The Dunard Centre operates a flexible working policy, and flexible working arrangements will be considered for the right candidate. A time off in lieu (TOIL) policy is in place at the Dunard Centre. Hours incurred beyond contract can be recorded and claimed back at a time agreed with the Director of Development.



HOW TO APPLY



Please send a copy of your C.V. and covering letter, marked FAO Jenny McNeely, to recruitment@impactscotland.org.uk

Your covering letter should explain why you would like to work with the Dunard Centre and how you believe your skills fit the requirements of the role. Please aim for your C.V. to be no longer than two sides of A4 paper.



Pre-application conversations are welcomed.

If you would like to discuss the role or the company in advance of applying, please contact:

Jenny McNeely
Director of Development
jenny.mcneely@impactscotland.org.uk

The Dunard Centre is an Equal Opportunities employer

If you have any disability that prevents you from following the application process as described, please contact the office for a confidential conversation on 0131 370 1351.

The Dunard Centre is committed to equality and we encourage you to apply no matter what your age, caring responsibilities, disability, gender, gender identity, marriage and civil partnership status, pregnancy and maternity status, race, religion or belief, or sexual orientation. We welcome candidates from all backgrounds and from all sectors.

We are particularly committed to supporting applications from individuals from backgrounds or social groups that are currently underrepresented in the creative industries. We will support any access requirements you may have during the recruitment process and ensure that reasonable adjustments are in place as required by the Equality Act 2010. If you require any access support if selected for interview or require further information (including requests for printed forms or access support), please contact recruitment@impactscotland.org.uk or call the office on 0131 370 1351.

Closing date for applications:

Friday 27 June 2025, 5pm

Interview process:

First: w/c 30 June (online)

Second: w/c 28 July (in person)



FOR MUSIC. FOR EVERYONE.

Image credits

Cover, P3, P5, P8: David Chipperfield Architects

P2: Andy Smith, P4: Youssou N'Dour by Mihaela Bodlovic for EIF

P6: Sally Jubb for NYCOS, P7: Stuart Armit for SCO, P10: Sandy Butler for SCO

**DUNARD
FUND**



 Scottish Government
Riaghaltas na h-Alba

 **CITY
REGION
DEAL**
Edinburgh
& South East
Scotland

 **Royal Bank
of Scotland**

 **• EDINBURGH •**
THE CITY OF EDINBURGH COUNCIL

This ambitious venue has been made possible by substantial philanthropic donations, including the visionary support of Dunard Fund, a long term funder of the arts and music in Scotland. This project is supported by the Edinburgh & South East Scotland City Region

IMPACT Scotland is a charity registered in Scotland no: SC046904.