

Job Description



Job Title:	Development Officer
Salary:	TBA
Responsible to:	The Principal and the Board of Trustees
Responsible for:	No line management responsibilities

Scope: To operate as the Development Officer for the National Youth Pipe Band of Scotland with the prime objectives of

- Submitting funding applications to various grant making bodies
- Securing sponsorship from corporate bodies
- Building relationships with donors, project partners, and Local Education Authorities
- Assisting with strategic fundraising, marketing, and financial planning for the NYPB
- Promoting the NYPB at events, assisting with courses and outreach projects, making public presentations, and any activity relating to the NYPB

Objectives:

- To increase the funding of the NYPB
- To increase the profile of the NYPB in Scotland and abroad.
- To increase NYPB performance and development opportunities

Specific Duties include:

- To plan, co-ordinate, and implement fundraising strategies to develop donors and gain monetary and in-kind support for the NYPB
- To develop an annual fundraising strategy in conjunction with the Board of Trustees
- To develop an annual marketing strategy in conjunction with the Marketing Officer
- To source new leads and conduct prospect research on potential funders
- To submit fundraising proposals to Trusts and Foundations throughout the UK
- To meet with company managers/directors to secure corporate sponsorship
- To conduct presentations to Rotary Clubs and community groups to secure funding
- To plan and attend fundraising events for donors and potential donors
- To cultivate relationships with key donors and potential donors
- To cultivate relationships with local authorities music education departments, schools and cultural coordinators, other national youth music initiatives (ie NYOS, NYCOS), and project partners across Scotland
- To source new opportunities for promotion, marketing, and activity for the NYPB
- To conduct marketing and communications according to the NYPB marketing strategy
- To ensure update of the NYPB's website and social media networks
- To carry out public relations on behalf of the NYPB

- To assist with tour and event planning in coordination with the Director of the NYPB
- To assist with project planning where appropriate
- To keep detailed records of all fundraising activity and relationship building
- To present at quarterly board meetings
- To ensure that your role is carried out in keeping with the NYPB's values, mission and plans
- To carry out any other reasonable request made by the Principal

Qualifications:

You will need to be confident, enthusiastic, and have the initiative to work on your own at times, and as part of a team at others. You must have excellent written and verbal communication skills and have the ability to present to a wide range of groups, from key donors and corporate funders to young people and volunteers involved with the NYPB. You will need to be organised, highly driven, and have the proven track record of meeting objectives in a targets based capacity. You should understand the motivations for giving and volunteering, and be familiar with standard fundraising techniques, including writing funding proposals, attracting corporate sponsorship, planning special events, telephone solicitation, and direct mail and e-mail. You must have the confidence to ask people to contribute time and money, and to be able to represent the organisation to any outsider. An interest in piping and/or traditional music is advantageous as you will need to be able to convince others of its importance, though non-essential.

To apply, please email mcanning@thepipingcentre.co.uk, or alternatively, send a current CV and covering letter to:

The Principal
The National Piping Centre
30-34 McPhater Street
Glasgow
G4 0HW

Applications must be received by Friday, 12 March, 2010.