

# JOB DESCRIPTION

POSITION	Fundraising Assistant
REPORTS TO	Director of Experience Development
DEPARTMENT	Experience & Business Development
DIRECT REPORTS	None
CONTRACT	Permanent, 37.5 hours* <i>Open to part-time applicants</i>

## VISION, MISSION AND VALUES

### Our Vision

A Scotland where all people feel empowered through learning and engagement with science to make positive differences in their lives, their communities and to society as a whole.

### Our Mission

We want to inspire everyone to explore and understand the world around them and to discover and enjoy science.

### Our Values

Are at the heart of our business and underpin all that we do. They define who we are, how we work, what we believe in and stand for.

- **We strive for excellence** to be the best we can be to make a positive impact on society.
- **We are inclusive** and want to make GSC a welcoming, respectful and supportive community for everybody.
- **We innovate** by being proactive, inquisitive and always ready to learn and improve.
- **We collaborate** to build relationships with our community to empower and support lifelong learning together.

## ROLE PURPOSE

This role will support the delivery of Glasgow Science Centre's fundraising and development strategy by providing support across fundraising, communications, and stakeholder engagement—undertaking research, funding applications, CRM updates, and admin tasks—while ensuring accurate records, timely reporting, and smooth coordination of events and memberships.

## KEY RESPONSIBILITIES

- To research funding opportunities from trusts and foundations, and grant schemes.
- To maintain an up-to-date lead tracker and fundraising calendar and alert managers to opportunities, deadlines and reporting requirements
- To help write and submit fundraising applications and reports
- To maintain library of evaluation and boilerplate information
- To create and maintain records in the CRM system, ensuring communications and activities with partners and supporters are accurately recorded.
- To respond to a range of email enquiries from members, partners or supporters and action requests to appropriate colleagues.
- To undertake administrative tasks related to partnerships and prospects, including information gathering, proof-reading and document management.
- To support administration of impact evaluation
- To provide admin support support related to annual passes and memberships, including confirmation emails, database management and financial processing.
- To support the Comms team in preparing communications to stakeholders
- To support fundraising and stakeholder events
- To work within the guidelines of Glasgow Science Centre's policies and procedures, especially Health and Safety, and Children and Protected Adults.
- To carry out other reasonable duties / tasks as required, delivering, and meeting the objectives of your team and Glasgow Science Centre.

## PERSON SPECIFICATION

### COMPANY CONFIDENTIAL

0141 420 5000 | glasgowsciencecentre.org  
50 Pacific Quay | G51 3EA

Qualifications, Skills, Experience and Knowledge	Essential	Desirable
Administration qualification or relevant experience	X	
Excellent written and communication skills	X	
Excellent IT skills, particularly in MS Excel	X	
Excellent organisational skills	X	
Experience in maintaining systems & records		X
Experience in managing databases		X
Experience of working with Power BI		X
Experience of working with external stakeholders		X
Experience of fundraising and development		X
<b>Personal Qualities</b>		
<ul style="list-style-type: none"> <li>• A high level of commitment to GSC's mission and values</li> <li>• Attention to detail</li> <li>• A willingness to learn new skills, e.g. CRM management and Power BI</li> <li>• Values inclusiveness and promotes equal opportunity practices</li> <li>• Able to work effectively in a team, including with external groups and individuals</li> <li>• Able to organise, prioritise and work to tight deadlines</li> <li>• A flexible approach to meet overall deadlines and needs of GSC, including availability to work special evening or weekend events</li> </ul>		