

# JOB DESCRIPTION

POSITION	Development Manager
REPORTS TO	Director of Experience Development
DEPARTMENT	Experience & Development
DIRECT REPORTS	Fundraising Assistant
CONTRACT	Permanent, Salaried, 37.5hrs but 30hrs considered.

## VISION, MISSION AND VALUES

### Our Vision

A Scotland where all people value science and technology to inform decision making, empower individuals and enrich lives.

### Our Mission

To be an essential bridge between citizens and science and technology. To inspire people of all ages to explore and understand the world around them, to discover and enjoy science and understand its relevance to their own lives.

### 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

To lead the planning, coordination, and delivery of Glasgow Science Centre's fundraising activity, ensuring the effective implementation of a diversified fundraising strategy across individual giving, corporate partnerships, statutory funding, and trusts & foundations.

To lead the development and stewardship of relationships with funders, donors, and strategic partners, ensuring long-term engagement, effective relationship management, and maximised support for organisational priorities.

## KEY RESPONSIBILITIES

### COMPANY CONFIDENTIAL

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50 Pacific Quay | G51 3EA

- Lead the delivery of the Glasgow Science Centre fundraising strategy driving sustainable income growth across individual giving, statutory, corporate and trust & foundations securing both restricted and unrestricted funding aligned to organisational priorities.
- Identify, develop, and test new fundraising opportunities, including community-led initiatives, events, legacy giving, mission-led campaigns, and membership growth.
- Manage and develop the development team and wider function across the organisation, overseeing performance, structure, and culture; setting targets; managing budgets; and ensuring robust forecasting, monitoring, and reporting internally and externally.
- Lead on the design and development of effective systems and processes to support the work of the Development team and wider GSC including development of a suitable CRM and Lead Tracker.
- Lead strategic relationship development, building and stewarding partnerships with major donors, corporate partners, trusts, public funders, and key stakeholders; leveraging networks to unlock new opportunities, deepen engagement, and position the organisation as a partner of choice.
- Collaborate with the Communications team to develop compelling fundraising content and campaigns, strengthening the case for support, enhancing donor engagement, and celebrating partner impact.
- Oversee funding relationships and pipeline development, ensuring the successful identification, cultivation, and stewardship of funders.
- Work with managers in the development, writing, and submission of funding applications, ensuring high-quality proposals, effective pipeline management, and stewardship of funder relationships and reporting requirements.
- Work with Science Managers to review and strengthen impact evaluation approaches, contributing to the development of a clear and robust framework that evidences outcomes and supports future fundraising success.
- Act as an ambassador for Glasgow Science Centre, representing its mission externally, building strategic partnerships, and contributing to organisational leadership as a member of the senior management team.
- Implement the Glasgow Science Centre Customer Service promise. Offer a fun, safe and welcoming environment to all customers.
- Work within the standards of the Glasgow Science Centre's health and safety policy. Carry out other reasonable duties/tasks as required, to deliver and meet the objectives of your team and Glasgow Science Centre.

## PERSON SPECIFICATION

Qualifications, Skills, Experience and Knowledge	Essential	Desirable
Degree level qualification in a relevant discipline or equivalent experience.	X	
Ability to network within partner and funder organisations at a senior level representing Glasgow Science Centre	X	

Experience of generating 6-figure levels of funding	X	
Excellent writing and communications skills	X	
Experience of funding contracts and partnerships agreements	X	
Experience of developing and managing key stakeholder relationships		
A flexible approach to meet overall deadlines and needs of GSC, including availability to work special evening or weekend events		X

### Personal Qualities

- Self-motivated and creative with a strong desire to produce, reflect and improve
- A passion for science and technology with a high level of commitment to Glasgow Science Centre's mission and values.
- Professional integrity with a developed awareness of potential ethical conflicts and dilemmas
- Values inclusiveness and promotes equal opportunity practices
- Strong attention to detail whilst maintaining sight of the overall picture.
- Ability to initiate and enjoy direct communication with donors and potential donors