

We are committed to delivering an unparalleled celebration of the performing arts, which brings some of the most exciting and creative artists working today to audiences from around the world.

**Philanthropy Officer**

The Philanthropy Officer will deliver and grow the Festival’s successful membership schemes, nurture supporter relationships, deliver engaging fundraising events and strategic donor communications, and design and implement creative and revenue-generating appeals and initiatives. With support from the Individual Giving Manager, you will work collaboratively across the Development team in a fast-paced environment, requiring flexibility and creativity, as well as excellent time-management, communication and administrative skills.

**Edinburgh International Festival Equality and Diversity Commitment**

The Edinburgh International Festival is an equal opportunity employer, and we value diversity. We believe that an inclusive culture is the foundation for a successful workplace, and we strive to grow our diverse representation across our staff, our artists, and our audiences.

We are collecting data to measure the effectiveness of our recruitment methods, to ensure that they are fair. We strive to ensure our opportunities are accessible to people from all backgrounds.

We actively encourage applications from currently under-represented groups. We have identified ethnic minority backgrounds, and disabilities as the key areas we would like to focus our recruitment efforts in.

**Disability Confident Employer**

We’re committed to creating a workplace where everyone feels like they belong. We want to make our recruitment practices as inclusive and fair as possible, and as part of that, we have joined the Disability Confident scheme, this is a government scheme designed to help us make the most of the talents of those with disabilities and/or health conditions in the workplace. All applicants with a disability who meet the minimum requirements of the job as set out in the job description are guaranteed an interview.

**Rooney Rule**

We are building a Festival team that is able to understand the needs of and effectively communicate with the whole of our diverse community. We want our team to reflect the diversity of the wider population. This includes the representation of people from ethnic minority backgrounds and we apply the Rooney Rule to achieve this.

Adapted from American football, this is a form of positive action. We recognise that our workforce does not reflect our wider communities, in terms of people from ethnic minority backgrounds. Subject to consent from our equality and diversity form in Team Details, out of the candidates who meet the essential selection criteria for the role and who are from an ethnic minority background, at least one will be shortlisted for the next stage in the recruitment process, which is usually an interview.

**Job Title** **Philanthropy Officer**

**Manager Individual Giving Manager**

**Department**  **Development**

**Works with** Development Department, Communications team

**Job Purpose**

The Philanthropy Officer manages and implements the Festival’s membership schemes, stewards individual and legacy donors, and delivers high-quality events and communications for Festival supporters. Working closely with the wider Development team, the postholder ensures the smooth administration of giving and benefits, and contributes to the growth of income through excellent donor care and effective operational delivery. This is a multi-faceted role in a fast-paced environment which will require flexibility and creativity, as well as excellent organisation, communication and administrative skills.

## **Responsibilities**

**Fundraising Portfolio**

* Fulfil the day-to-day administration of membership schemes (Friend and Ambassador Circles and US Patrons), ensuring accurate records, timely renewals, delivery of benefits, and coordination across multiple departments
* Support the acquisition, cultivation and stewardship of members and legacy donors through personalised communications, updates, and tailored engagement opportunities
* Act as the first point of contact for all membership enquiries

**Events & Communications**

* Plan and deliver supporter and membership events, ensuring high-quality experiences that deepen engagement with the organisation
* Support wider Development Department events with guest management, logistics, on-the-day support, and drafting speech notes
* Draft, design, and deliver engaging and tailored donor communications: supporter newsletters, appeals, event invitations, adverts, and materials for email, print, social media, and website.
* Contribute to the creation of donor-facing materials such as leaflets, brochures, and online content which reflects the Festival’s brand, tone of voice and values

**Collaboration & Team Support**

* Provide oversight of the Development Assistant to ensure all membership and legacy correspondence (renewals, thank you letters, automated emails), are accurate and sent in a timely manner
* Collaborate with the Communications and Digital teams for the integration and delivery of donor communications
* Work closely with colleagues across the Philanthropy team and Development Department to support wider fundraising campaigns and initiatives, including administrative and logistical support

**General & Administrative Responsibilities**

* Process donations, direct debits, legacy gifts, and other payments, liaising with finance colleagues and Development Assistant as required
* Maintain accurate Gift Aid records and lead on the Gift Aid claim submissions
* Maintain accurate and up-to-date records on the CRM database, ensuring compliance with GDPR
* Monitor membership and income reports, providing regular updates to colleagues and management
* Support the administration of legacy gifts, including accurate record-keeping and correspondence with solicitors
* Stay abreast of philanthropy trends, specifically membership and legacies, and contribute ideas and insights to enhance supporter experience and grow philanthropic income
* Represent the Festival professionally at events, functions and conferences
* Undertake any other reasonable duties assigned

**Person specification**

**Essential**

* Excellent interpersonal skills with a strong supporter centric approach
* Self-motivated and adaptable, able to work independently and collaboratively within a team, managing competing priorities and meeting deadlines under pressure
* Strong numeracy, planning, and organisational skills, with exceptional attention to detail
* Outstanding written and verbal communication skills, including a confident and professional telephone manner
* Ability to produce clear and engaging copy for newsletters, online content, and regular fundraising communications
* Demonstrated experience planning, organising, and delivering successful events
* Proficiency in using CRM databases, Microsoft Office suite (Word, Excel, PowerPoint) and email marketing platforms
* Ability to handle sensitive information with discretion, with sound knowledge of GDPR compliance
* Highly organised and able to successfully manage time and tasks professionally

**Desirable**

* An enthusiasm for and interest in the arts, with an interest in or knowledge of classical music, opera, theatre, or dance
* Proven experience in managing and administering membership schemes
* Experience with direct debit and payment processing systems
* Experience with Spektrix and/or Dotdigital specifically

**Terms and Conditions**

**Working days/hours** 35 hours per week, by agreement within standard office hours of 9.30 to 17.30, Monday to Friday. At peak times, and particularly immediately before and during the International Festival, it will be necessary to work outside standard hours and at weekends.

**Working arrangements** We are located in Edinburgh, where all roles are based. To support flexibility, we have a Smarter working policy. We are open to discussions during the recruitment process; please do not hesitate to ask questions.

**Contract type Full time, permanent**

**Salary range £25,000-£28,000**

|  |  |  |
| --- | --- | --- |
| **Benefits** |  | [EIF-Employee-Benefits.pdf](https://edinburgh-festival.files.svdcdn.com/production/Documents/Policies/EIF-Employee-Benefits.pdf?dm=1749656584) |

As a result of the current immigration rules, this role is not eligible under the Skilled Worker Route. Job applicants will be expected to provide evidence of right to work in the United Kingdom or be able to obtain such.