

## Job Description

<b>Job Title:</b>	Development Officer	<b>Department:</b>	Development
<b>Responsible To:</b>	Development Director	<b>Salary:</b>	£26,000 - £30,000
<b>Location:</b>	Pitlochry	<b>Position Type:</b>	Permanent
<b>Working Hours:</b>	35 hours per week annualised contract		
<b>Key Relationships</b>	The post reports to the Development Director They will work closely with the Leadership Team, colleagues, Board members, Committee members, and junior team members volunteers.		
<b>Context</b>	<p>For over 70 years, we've been Highland Perthshire's artistic heart and soul, sitting on the edge of the River Tummel and looking out to Ben-y-Vrackie. Established in 1951 as Scotland's Theatre in the Hills, Pitlochry Festival Theatre offers a theatrical experience unique in the UK - a summer season performed in repertory, allowing audiences to enjoy six different productions in six days, all performed by a resident company of actors. Now attracting over 100,000 visitors each year, we're not just a venue - we're also famous for producing large-scale plays and musicals that delight theatregoers of all ages.</p> <p>As part of our mission to create, nurture and inspire, we encourage interactive creativity through our programme of festivals, workshops and other events for young people, families, writers, and professional creatives.</p> <p>We are also transforming our physical space with our bold and ambitious VISION 2021 capital development. Including a 172 seat Studio theatre and a reconfigured Front of House, as well as the reinstatement of our stunning outdoor performance spaces, our Theatre Campus will enable us to improve lives by sharing Pitlochry with the world and the world with Pitlochry.</p>		
<b>Purpose and Key Accountabilities</b>	This new role offers an ambitious and personable individual the opportunity to make their mark in an important fundraising and relationship building position at Pitlochry Festival Theatre, in advance of the organisation's 75th anniversary and completion of the £25 million capital project.		



## Key Tasks:

<p><b>To maximise funds raised from individual donations and philanthropic supporters</b></p>	<p>The post-holder will work with the Development Director to deliver a membership programme and an annual campaign in support of the Summer Season, securing individual donations from £50 and upwards to £5,000.</p> <p>Working closely with the box office manager, the post-holder will provide care and attention to members who contribute £150 and upwards and encourage these members to become philanthropic supporters of the theatre through engagement with the annual campaign and legacy giving.</p> <p>The post-holder will work closely with the Finance Assistant to ensure that all donations and members are properly recorded and reported upon.</p>
<p><b>Collaboration and team working</b></p>	<p>Maintain effective relationships with Pitlochry Festival Theatre staff in order to easily obtain project information, identify projects for funding, making recommendations to improve collation of information when needed.</p> <p>Development of the Plan:</p> <ul style="list-style-type: none"> <li>i. Develop and maintain a workplan with a timeline of agreed activities that is regularly reviewed with the Development Director</li> <li>ii. Regularly report to the Senior Management team on key issues and risks within the market</li> <li>iii. Reporting as required on performance and pipeline</li> </ul> <p>Keep accurate and regular records of all relationship communications and activities on the database</p>
<p><b>Compliance</b></p>	
<p><b>Environmental</b></p>	<p>To support the Executive Director, as Chief Executive of the organisation, and the nominated Green Champion in meeting organisational aims and ambitions for its environmental impacts.</p>



**Pitlochry Festival Theatre | +44 (0)1796 484626**  
 Registered Office: Port-Na-Craig, Pitlochry PH16 5DR  
 Company Limited by Guarantee: Registered in Scotland SC029243  
 Regulated by the Scottish Charity Regulator (OSCR) SC013055



<b>Health and Safety</b>	To support the Executive Director, as Chief Executive of the organisation, in their legislative duties under the Health and Safety at Work etc. Act 1974.
	Attend training as required to update knowledge and skills, and to be able to comply with relevant statutory requirements to a high standard.
<b>Other</b>	To champion and promote organisational values and behaviours and act as an ambassador for the Theatre.
	To always act in the best interests of the Theatre and in line with all company policies.
	Any other duties or projects required by the Executive Director or Board of Trustees to ensure the general smooth and efficient operation of the buildings and organisation.
	Assist the Department with work experience placements, offering work shadow opportunities, training and mentoring as required.
	Actively promote staff welfare, development and training opportunities throughout the Theatre.

## Person Specification



### Our purpose and our values

We exist to improve lives by sharing Pitlochry with the world and the world with Pitlochry.

We do this:

- By creating theatre that excites, engages, and challenges.
- By inspiring imaginations, senses of adventure, and new levels of understanding that change worlds.
- By nurturing environments to encourage wellbeing, growth, connection, and a sense of belonging.
- By exploring new ways of seeing and collaborating.

In everything we do we are creative and respectful and in every situation we are collaborative and empowering.

### Personal behaviours and style

We are looking for people who share our core values and can demonstrate their commitment to:

- Commitment to Excellence
- Teamwork
- Creativity
- Inspirational sense of belonging
- A nurturing environment



**Pitlochry Festival Theatre | +44 (0)1796 484626**  
 Registered Office: Port-Na-Craig, Pitlochry PH16 5DR  
 Company Limited by Guarantee: Registered in Scotland SC029243  
 Regulated by the Scottish Charity Regulator (OSCR) SC013055



The successful candidate will need to be able to demonstrate the following skills, experience and attributes in both the written application and the interview process:

Requirements	Essential	Desirable	Assessment Method
<b>Qualifications and Knowledge</b>	Experience of working within a charity, with knowledge of membership and fundraising		
	Project management experience of delivering a campaign to raise support for the organisation		
	Experience of managing events for donors and members		
	Understanding of the vital role of theatre in transforming lives		
<b>Skills and Abilities</b>	Strong skills and experience in using a CRM database		
	Sound knowledge and experience of using key applications (e.g. Excel, Word)		
	Keen attention to detail and accuracy in recording statistical data and providing reports		
	Excellent organisational, administrative and time management skills		
	Self-motivated, able to prioritise work to meet tight deadlines		
	Confident person, able to communicate with people at all levels		
	Customer-focused		
	Friendly, approachable manner		
	Good team player		
	Excellent communication and interpersonal skills		



**Pitlochry Festival Theatre | +44 (0)1796 484626**  
 Registered Office: Port-Na-Craig, Pitlochry PH16 5DR  
 Company Limited by Guarantee: Registered in Scotland SC029243  
 Regulated by the Scottish Charity Regulator (OSCR) SC013055



Requirements	Essential	Desirable	Assessment Method
Personal qualities	An affinity for the purpose and work of the Theatre and a passion to play a key role in shaping and achieving the Theatre's success	An understanding of the Theatre's role within its wider communities	Application / Interview
	Someone who is excited by the challenge of expanding a fundraising function in a successful institution	Passion for the arts	Application / Interview



**Pitlochry Festival Theatre | +44 (0)1796 484626**  
 Registered Office: Port-Na-Craig, Pitlochry **PH16 5DR**  
 Company Limited by Guarantee: Registered in Scotland **SC029243**  
 Regulated by the Scottish Charity Regulator (OSCR) **SC013055**

