

Development Researcher



National Museums Scotland

Your role will be to develop a clearly prioritised and well-managed prospect pool for capital, revenue and legacy fundraising and to provide support in the preparation of fundraising proposals and stewardship reports. You will proactively research prospects and projects to inform fundraising proposals, match prospects to our activities and recommend approaches to secure interest and support. An important part of this role is being the "Super User" for our Raiser's Edge database, using it to manage and track prospects effectively, ensuring data is managed to exacting standards and supporting internal users.

You will be educated to degree level, or equivalent, and have proven experience in a similar research type role within a comparable environment. You must have demonstrable experience of working under your own initiative to build up prospect profiles and of researching and presenting financial information. Strong written and verbal communication skills, in particular report writing, are important while it is also vital that you have well developed ICT skills, including an indepth working knowledge of Raiser's Edge or a similar relational database.

Details of this post and of all our vacancies can be viewed on www.nms.ac.uk.

For further information and an application pack, please visit www.nms.ac.uk, telephone 0131 247 4094 (answerphone) or email applications@nms.ac.uk, stating reference NMS12/202. Closing date for completed applications is Thursday 9 February 2012. It is anticipated that the selection event for this post is likely to be held on Friday 2 March 2012.

National Museums Scotland is committed to being an Equal Opportunities Employer.

Location:	Edinburgh
Category:	Fundraising/development
Duration:	
Type of Contract:	Permanent
Hours:	Full Time
added: Jan. 26, 2012	deadline: Feb. 9, 2012

More information: http://www.nms.ac.uk/about_us/job_vacancies.aspx