

National Centre for Music



Recruitment Pack

Head of Development

Key Information

JOB TITLE	Head of Development
CONTRACT	Permanent
SALARY	£40,000 - £45,000
HOURS	Full-time (35 hours)
LOCATION	Hybrid (at least 2 days/week from offices in central Edinburgh)
REPORTS TO	Chief Executive & Creative Director
START DATE	October 2026 (or sooner if possible)
EMPLOYER PENSION CONTRIBUTION	4%
LEAVE	31 days annual leave inclusive of public holidays



SUMMARY

The National Centre for Music (NCM) is a new organisation which will take up home within and operate the iconic old Royal High School at the foot of Edinburgh's Calton Hill. Offering new mid-scale performance and rehearsal spaces, practice rooms, a recording studio, co-working and creative office space, events and conferencing facilities, a cafe and bar, and two acres of landscaped gardens – the first public city centre gardens to be opened in Edinburgh in 200 years – the centre will become an iconic destination and a place where Scotland's musical history is made.

The site is currently managed by the Royal High School Preservation Trust (RHSPT), who are leading the construction project to reawaken this significant Scottish heritage site. When the capital project is completed, the National Centre for Music will become the tenant, with operations expected to start in 2028.

Our goal is to build a world class venue where communities unite in creativity and take Scotland's music to new heights. We will devise, curate, programme and produce our own events, as well as collaborate with a range of partners – commercial and artistic; promoters and performers; local, national and international – to deliver initiatives which celebrate, strengthen and increase access to the full spectrum of Scotland's music.

We are seeking a Head of Development to help us bring this vision to life and build a diverse community of supporters needed to deliver success and resilience.

This pack outlines in more detail what we anticipate this role will involve, and what we think would ensure a candidate would be able to flourish in this role. In a brand-new organisation, we also appreciate there will be things we haven't thought of that you will bring to the role to make it your own.

The Head of Development will work very closely with our Chief Executive & Creative Director, who leads our fundraising. Together you will build our fundraising systems from the ground up – setting the path for meaningful relationships with our supporters, and for excellent and

efficient cultivation and stewardship – whether across Trusts & Foundations, Individual Giving or Corporate relationships.

Start-up fundraising brings specific challenges, and an existing network in one or multiple of these areas will be beneficial to ensure our pipeline can grow at pace.

Currently slightly under-the-radar, we are preparing to launch our brand later this year, and the development of our case for support is being closely integrated into this process. NCM is a multi-faceted organisation, primed to tap into diverse funding opportunities. We will inspire support across music, culture, education, wellbeing, horticulture, heritage and social change. The Head of Development will require both an ability to tell a complex story in a clear and compelling way to a wide range of stakeholders, and strong financial planning skills. Careful consideration of return on investment will be necessary, particularly in the early stages.

It should be noted that this is not a capital fundraising role. The Royal High School Preservation Trust are managing the redevelopment of the former Royal High School, and are responsible for fundraising for the capital project. However, relationships with those funders will continue to be important, as supporters look to see the long-term impact of their support.

Taking on this role at this moment will see you become part of the founding story of a new major player in the Scottish music scene.

We recognise there are risks that come with a young organisation and we want to reassure candidates that we have secure finances, an experienced Board of Trustees, and appropriate HR, financial and governance structures and policies in place.

If you would like to speak to a member of the team prior to application, please get in touch.

ABOUT the NATIONAL CENTRE FOR MUSIC

VISION

Reawakening a spectacular Scottish heritage site, the National Centre for Music will become an energising force in Scotland's music sector, and an iconic cultural destination. Through our programmes and partnerships, Scotland's musical communities will come together, music will change peoples' lives, and Scotland will stay firmly at the forefront of global musical boldness.

MISSION

To create a nurturing and inspiring environment where Scottish musical history is made.

VALUES

Every sound counts

The explosion of different types of musical approaches, genres and passions that exist here every day is what makes us special.

Curiosity fuels our creativity

Our quest to celebrate the richness of music making in Scotland will never be exhausted – we know there is always more to discover, and we take that challenge seriously.

Join the dots

We are an active connector – bringing different musical perspectives and knowledge together in respectful exchange for everyone's benefit.

Warm and welcoming

We may look grand on the outside, but as soon as you enter, you feel at home. Our spaces all have an uplifting atmosphere, and our friendly team ensure everyone can access, enjoy and participate fully in what we have to offer.

Building for the future

We are creating an organisation that will play a significant role in Scotland's cultural trajectory. People will start to rely on us, so we prioritise long-term resilience and put sustainability (in all its meanings) at the heart of our thinking, to ensure we become an organisation fit for the future.



RESPONSIBILITIES

As a growing organisation, we anticipate that this role will evolve in response to the successful candidate's particular strengths and skills. In addition, the role will develop as the organisation ramps up to opening, supported by recruitment of a growing team. However, at this stage, the key priorities will be:

Planning & Strategy

- Supporting the Chief Executive & Creative Director in building the organisation's overall fundraising strategy
- Contributing to business model development through multi-year income planning, budgeting, forecasting, monitoring and alignment of fundraising priorities with organisational strategy, looking for opportunities to maximise ROI
- Developing appropriate systems to support the execution of the strategy, including leading on all donor data management within the company's CRM. This is a chance to build good systems from the start!
- Keeping up to date with fundraising good practice and implementing regulatory and industry advised changes, in line with NCM's Fundraising Ethics Policy
- Supporting the CEO in statutory fundraising

Trusts & Foundations

- Researching and mapping Trust & Foundation priorities across NCM activities
- Writing the majority of applications and reports (working closely with the Chief Executive on applications of particular value or complexity)
- Building relationships with representatives of trusts and foundations at local and national level

Major Donor and Corporate Fundraising

- Supporting the CEO with the development of a donor pipeline and a corporate partner pipeline and manage those pipelines
- Acting as a key point of contact with all prospects and donors, complementing the CEO's relationships, and building NCM's networks
- Developing and delivering cultivation and stewardship plans, and eye-catching partnership propositions, including compelling activities to keep prospects engaged and motivated to support
- With support from production colleagues, leading the planning of cultivation events (site visits, artist experiences, behind-the-scenes access)
- With support from brand and marketing colleagues, leading on regular donor and prospect communications, keeping people engaged by NCM's developing story
- Working closely with senior colleagues, Trustees and a new Development Committee to identify opportunities, connect networks and leverage relationships

Other

- Deputise for the Chief Executive at events and meetings, and in donor communications, where necessary
- Support on recruitment of future development staff
- Contributing to other strategic areas that ensure NCM is known as a responsible and inclusive organisation (e.g. talent development, equalities and social impact)

In the pre-opening years, while this is 'Head of' role, there will be a lot of hands-on set-up and delivery, as you will be part of a small core team establishing this organisation. Looking ahead, you will be part of helping to build the organisation to around 18 FTE roles organisation-wide. Your skills, experience and passion will be a contributing factor in how this role develops.



PERSON SPECIFICATION

We appreciate that everyone's career journey is different. We do not require specific formal qualifications but instead are looking for an experienced fundraiser with a strong track record of generating income through a range of funding sources.

This role will engage closely with influential stakeholders, and so we will be looking for someone who is inspired by NCM's mission and values, and is able to communicate this in a clear and compelling way. Given the naivety of our systems and relationships, we're also seeking someone who is not daunted by a blank page and who can think innovatively.

Ultimately, we are looking for someone who can demonstrate the following capabilities and a passion for the possibilities this role represents.

Skills and Experience required for this role

- Significant experience of fundraising in an arts or culture charity, or closely comparable setting
- Proven track record of securing gifts from individuals at five-figure+ from cultivation, to donation, to ongoing stewardship
- Proven track record of leading trust and foundations applications
- Experience in collaborating on fundraising strategy, including income planning, target setting and developing cases for support
- Knowledge of key charity sector factors including implications of restricted and unrestricted funds, privacy and data retention policies, ethical fundraising policy
- Some established networks at trust, individual or corporate level to enable early relationship building

The following would also be an advantage:

- Experience of working in and/or fundraising for an arts venue
- Connections within the music sector in Scotland
- Involvement in a new organisation or start-up environment
- Experience of preparing applications for statutory funders

The characteristics of someone we think would flourish in this role

- A collaborative, friendly individual who enjoys engaging with a diverse range of people, and building productive relationships
- Someone energised by a fresh slate and blank page, who doesn't mind using their initiative
- Someone who is capable of running multiple inter-related systems at once, and making these systems easy to integrate with other organisational needs
- An individual who is comfortable both with opportunistic action and long-term strategic planning
- A skilled communicator verbally, and in writing
- Someone comfortable representing and presenting NCM in public settings

HOW TO APPLY

Please email hello@ncmscotland.org.uk with 'Head of Development' as your subject header, attaching:

- a copy of your CV (this will not be reviewed unless we shortlist you)
- a covering letter of not more than two A4 pages (or a short video or audio recording of not more than 7 minutes in length), which responds to the following prompts, as well as giving us any other relevant information as to your suitability for the role:
 - Please explain why you are excited by NCM's vision, and why that leads you to feel confident in building a case for support for us
 - Please tell us about the gift that you are proudest to have secured and what made that a personal achievement
 - Please describe what you need from colleagues to be able to do your best work

You do not have to give individual answers to each of these points if you would rather weave them through your letter. These are just to give a guide as to what we want to understand about your approach, experience and passion.

CVs and Covering Letters will be anonymised before initial review by the shortlisting panel. As indicated above, if you do not feel comfortable sharing a written submission, we are also happy to accept video or audio recordings of a covering statement. If you choose to submit a recording, the shortlisting panel will hear your voice (and, if you submit a video, know what you look like) but will not have access to your name or personal details.

First interviews will take place on Monday 31 August and can be done online or in person. Second interviews are expected on Thursday 17 September.

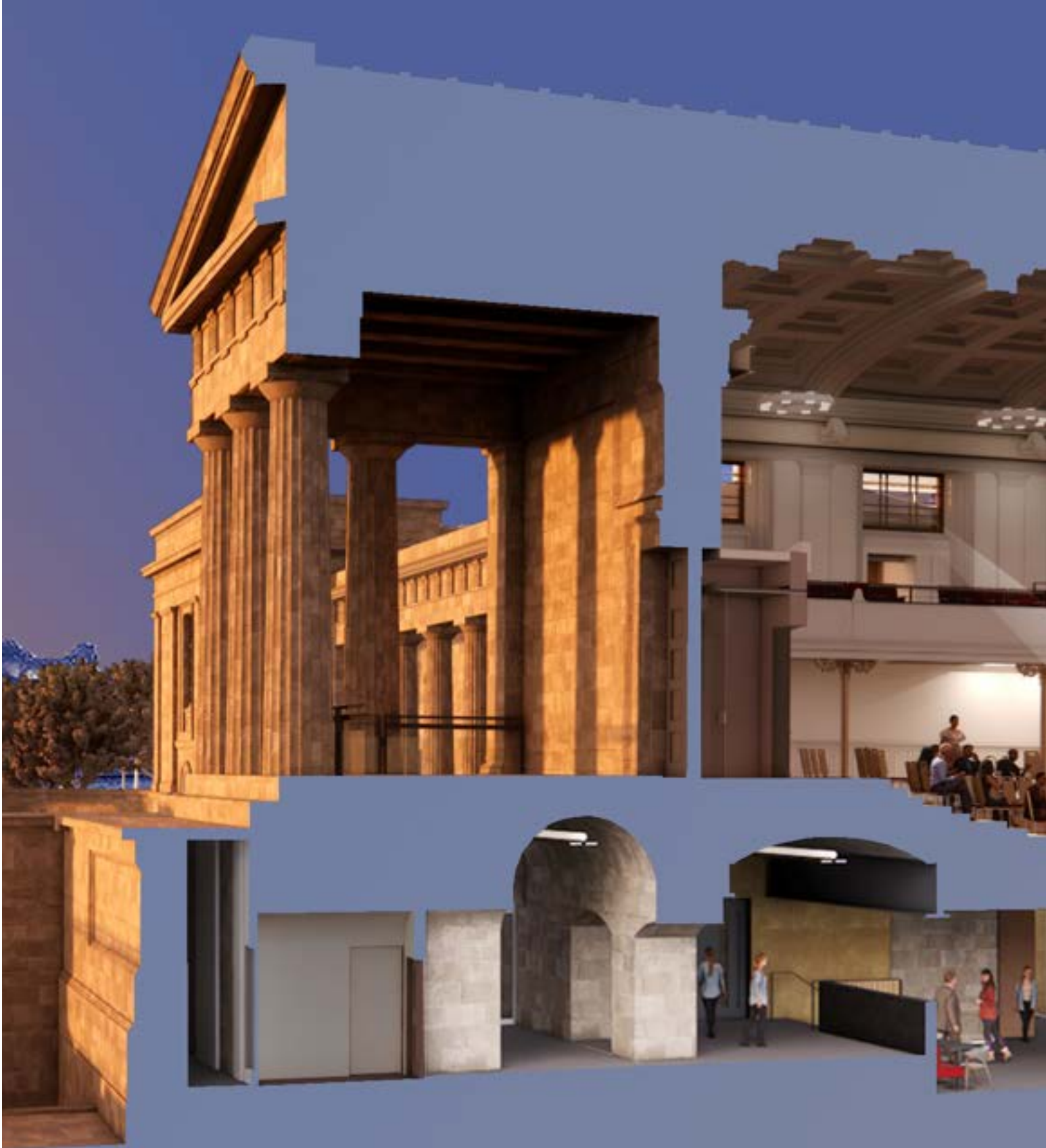
CLOSING DATE for applications: Friday 21 August, at 12 noon.

For an informal conversation in advance of applying, or to ask any questions, please contact hello@ncmscotland.org.uk

EQUAL OPPORTUNITIES

We are committed to ensuring everyone has access to the same resources and opportunities in applying for this role. If you have any access requirements, or we can do anything to help you feel more supported in your application, please do not hesitate to contact us and we will make any reasonable adjustments we can.

To give everyone the best chance of demonstrating their suitability for the role, we will share the core interview questions a few days in advance of first interviews.



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