

# SCOTTISH BALLET

## Job Description

<b>Job Title</b>	<b>Database &amp; Research Officer – Advancement</b>
<b>Location</b>	Scottish Ballet is located at Tramway, Glasgow. The position can be locally based or hybrid with a minimum of three days a week in the office. Attendance at internal meetings is essential to the role. Attendance at national/ international database conferences required.
<b>Team</b>	Advancement
<b>Key Relationships</b>	
<b>Reports to:</b>	<b>Director of Philanthropy</b>
<b>Direct Reports:</b>	N/A
<b>Key relationships:</b>	<p>The position provides direct support to the entire Advancement team but liaises closely with the Director of Philanthropy, Director of Partnerships, Partnerships &amp; Events Manager and Senior Philanthropy Manager.</p> <p>Requires the ability to build excellent relationships with the entire SB team including the Brand, Audience &amp; Digital team, and particularly the CRM team.</p>
<b>Purpose</b>	
To provide the Advancement team with enhanced fundraising effectiveness, stewardship and research, leading to increased income through day-to-day management and analysis of the company database, Tessitura.	

## **Responsibilities**

- To enhance the Advancement team's fundraising effectiveness by providing day to day management of the database, providing accurate monthly and quarterly budgets, projections and forecasting, utilising the database for prospect partner and patron research, and ensuring stewardship plans are up to date

## **Key Functions**

### **Advancement Database Management**

- Oversee the day-to-day management of the Advancement database ensuring it is up to date, well-organised and fully optimised for fundraising purposes.
- Manage data segmentation ensuring accurate and effective targeting for donor campaigns, appeals and communications.
- In conjunction with the Database Manager in Team BAD, ensure patron and partner data is fully compliant with GDPR regulations and best practice in data protection.
- Analyse donor trends, acquisition, retention and giving opportunities, and use the information to help enhance the overall Advancement strategy.

### **Prospect Research**

- Conduct thorough prospect research to identify prospective donors, partners and trusts and foundations.
- Provide data driven insights into prospect giving capacity, interests, and alignment with organisational values.

### **Administration**

- Reconcile friend and patron direct debit payments and submit quarterly Gift Aid claims, ensuring they are added to database.
- Track and manage donor and partner pipelines and plans to ensure timely follow ups, payments and renewals, providing accurate monthly reports on each partner and prospect detailing next steps and required actions.
- Liaising with Advancement Heads of Department, audit team income and expenditure on a monthly and quarterly basis, ensuring any amends are communicated to the Finance team.
- Provide biog information from database for patron and partner events as required.
- Maintain accurate and up to date information on donor/partner/trusts and prospects, ensuring all relevant information is captured on the database.

## **Desirable Qualifications & Experience**

- Excellent understanding of CRM systems, data integrity and GDPR compliance.
- A proven in-depth knowledge of Windows-based packages (e.g. word/Teams/Excel).
- Administrative experience working to high level within a fast-paced environment.
- Ability and willingness to work to own initiative and as part of a team.
- Thorough, accurate and able to work under pressure.

## **General Characteristics**

- Friendly and approachable.
- Conscientious, discreet, enthusiastic, and reliable.
- Ability to maintain confidentiality.
- An interest in the arts and dance would be advantageous.

Created By:	Antonia Brownlee	PWB:	Louise Devlin
Date:	30 July 2025	Approver:	Steven Roth
Revision:		Revised by:	Antonia Brownlee / Kirsten Cockburn
Date of:	December 2025		