Supported by funding from Museums Galleries Scotland
Supporting Scotland's Museums

Fundraising & Development Officer

0.5 FTE | Fixed Term (6 Months)

Salary: £30,030 full-time equivalent (FTE). For a 6-month appointment at 0.5 FTE, the total salary payable is £7,507.50.
Location: Irvine (hybrid working by agreement)
Responsible to: Executive Director
Preferred start date: 1 June 2026

About the Scottish Maritime Museum

The Scottish Maritime Museum operates accredited museum sites in Irvine and Dumbarton and holds Scotland's National Maritime Collection. The Museum works within a mixed-income model including public funding, charitable fundraising and trading activity.

As part of the Museum Futures / Unlocking Potential project, funded by Museums Galleries Scotland, the organisation is strengthening its fundraising systems, governance and digital infrastructure to support long-term sustainability.

We are seeking a Fundraising & Development Officer to support this next phase of organisational development.

Role Purpose

To support implementation of a newly developed fundraising strategy by establishing and embedding effective fundraising systems, processes and infrastructure.

This role is focused on building internal capability and creating sustainable foundations for income development. It is not structured around immediate income targets.

A fundraising strategy is currently being developed with external consultancy support. The postholder will support implementation of that agreed direction.

Key Responsibilities

Strategy Implementation

- Support implementation of the Museum's fundraising strategy
- Translate agreed priorities into practical workplans and processes
- Assist in developing and maintaining a structured fundraising pipeline

Systems and Infrastructure

- Support CRM setup and configuration in collaboration with suppliers and consultants
- Establish clear supporter data standards and workflows
- Develop tracking and reporting systems for fundraising activity
- Maintain data integrity and accuracy

Fundraising Support

- Support preparation of funding applications and reports
- Assist in maintaining relationships with trusts and funders
- Contribute to development of a clear case for support and fundraising materials
- Support donor communications and stewardship processes

Governance and Reporting

- Provide regular progress updates to the Executive Director
- Contribute to Trustee reports where required
- Ensure compliance with relevant data protection and fundraising regulations

General

- Work collaboratively with colleagues across the organisation
- Undertake other related duties as reasonably required

Person Specification

Essential

Experience

- Experience of working with structured systems or processes

Skills and Knowledge

• Strong organisational and planning skills
• Ability to work accurately and systematically with data
• Ability to translate strategic direction into practical implementation
• Clear written and verbal communication skills
• Ability to work independently within a small team

Personal Attributes

• Practical and solution-focused
• Methodical and detail-oriented
• Collaborative and supportive approach

Desirable
• Experience of fundraising, development or income generation within a charity, cultural or public-interest organisation
• Experience of using CRM or database systems
• Experience of trust and grant fundraising
• Experience within a museum, heritage or cultural organisation
• Understanding of charity governance and reporting

Contract Details

This is a fixed-term contract for 6 months at 0.5 FTE (17.5 hours per week).

Salary is £30,030 per annum (full-time equivalent), equating to £15,015 for the duration of the 6-month, 0.5 FTE contract.

The preferred start date is 1 June 2026.

Application Process

Closing date: 15 May 2026

Please submit:

• CV (maximum 2 pages)
• A covering statement (maximum 2 pages) outlining how you meet the person specification

For an informal discussion, contact: Matthew Bellhouse Moran
matthew@scotmaritime.org.uk

The deadline for applications is Friday 15 May 2026