



Fundraising Officer

Job Description

The Society of Antiquaries of Scotland is seeking a Fundraising Officer to join at a pivotal moment in our history as we launch an ambitious multi-million-pound fundraising campaign to purchase and redevelop a listed building beside the National Museum of Scotland in Edinburgh, with the aim of creating a national centre for heritage research, learning, and engagement.

Role: Fundraising Officer - full-time (5 days a week), fixed term for two years.

Salary: £29,200 per annum pro-rata.

Pension: 10% pension contribution by the employer.

Hours: 37 hours per week with flexible daytime working hours Monday–Friday, and an occasional requirement to assist at evening or weekend events with time off in lieu (TOIL) given for overtime provided.

Location: All staff are required to work from the Society's office at the National Museum of Scotland in Edinburgh for at least 40% of their working week. Employees starting in a new role will be required to work from the office more regularly in the first few weeks.

Annual Leave: 38 days paid holiday per year which includes all normal bank holidays.

Reports to: Head of Fundraising

Probation: There will be a probationary period during which time your skills and suitability for the post will be assessed.

Main Responsibilities

- Identify, cultivate, and steward relationships with major donors (Individuals, Trusts and Foundations, and Corporate Organisations)
- Research, write, and prepare bespoke proposals
- Help coordinate donor cultivation events, tours, and networking opportunities
- Administration of grants and donations received and reporting to funders
- Manage donor pipelines and maintain accurate database/CRM records ensuring timely follow-up and compliance with GDPR
- Contribute to the development of campaign materials
- Work with colleagues to develop inspiring social media and PR content that raises the profile of the campaign and connects with audiences in Scotland and internationally
- Collaborate on content creation for fundraising communications, including donor newsletters, campaign updates, and thank-you materials
- Assist in developing and maintaining the fundraising section of the website and digital giving platforms
- Maintain the high esteem in which the Society is held and follow the Society employment policies and health and safety procedures
- Attend Society Committees and Working Groups as required
- Other reasonable tasks as required and agreed with Head of Fundraising.

Person Specification

- Proven experience of working within a charitable or heritage fundraising environment
- Excellent written and spoken communication skills
- Experience of supporting fundraising activity across a range of income sources, including grants, corporate partners, and major donors
- Experience developing compelling fundraising propositions or cases for support
- Understanding of the importance of donor stewardship
- Ability to demonstrate effective digital and IT skills, including proficiency in Microsoft 365
- Evidence of strong interpersonal and networking skills, with confidence engaging and influencing a wide range of stakeholders
- Experience in event planning and management, particularly in a fundraising context
- Highly organised and methodical, capable of managing multiple priorities and deadlines effectively

- Flexible approach to work, including occasional evening and weekend commitments
- Collaborative team player, able to take initiative and work independently when required

Desirable Requirements

- Knowledge of the Society's work and/or the wider Scottish heritage sector
- Understanding of how you can use social media and public relations to raise awareness, engage audiences, and support fundraising activity
- Experience in website content management and digital storytelling
- Familiarity with Canva or similar design tools for creating visual materials
- Demonstrable experience of initiating and developing fundraising operations or campaigns from scratch

How to Apply

Please submit a CV and a covering letter outlining how your experience, skills and knowledge meet the requirements (covering letter to be no more than two sides of A4) by the closing date to Deborah Roe FSAScot, Head of Fundraising, at Deborah@socantscot.org

Shortlisted candidates will be interviewed in person in Edinburgh or online via Zoom on **Monday 1st December**. Reasonable travel expenses can be claimed.

Applicants who are not shortlisted will be informed but unfortunately no detailed feedback will be possible.

The Society of Antiquaries of Scotland is dedicated to meeting the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity. Please help us by filling in the Equalities Monitoring Form, a link will be emailed to you with receipt of your application. Filling in this form is voluntary, and the results are anonymous and are not used in the recruitment process.

Closing date: 11:59 PM 23rd November 2025

Further Information

For further information on the post, please contact Deborah Roe FSAScot, Head of Fundraising, at Deborah@socantscot.org

About the Society of Antiquaries of Scotland

Our Vision

Scotland's past is for everyone to research, share, enjoy and protect, home and abroad.

Our Mission

The Society of Antiquaries of Scotland is a heritage charity with global membership providing expertise, support and resources to enhance and promote the understanding and enjoyment of Scotland's past. It empowers and facilitates research and innovation, advocating as an independent voice for heritage, and sharing knowledge of the past to everyone.

Our Values

- Collaboration: We collaborate with other organisations, using our independent voice for Scotland's past to act as a focal point for its diverse strands
- Opportunity and transparency: We affirm that everyone should be able to access, participate in and enjoy Scotland's past and support transparency in all decision-making relating to Scotland's heritage
- Research excellence: We support high quality study of all aspects of Scotland's past, even those that might be considered contentious or uncomfortable
- Equality: We believe that no one holds a monopoly on Scotland's history and that it should be shared by and for everyone and are committed to working towards equality and accessibility in the Scottish heritage sector and beyond

Read more about our purpose and how our values guide this in the Society's [Strategic Plan](#).

What We Do

We were established over 240 years ago and actively support the study and enjoyment of Scotland's past. Founded in 1780 and incorporated by Royal Charter in 1783, to this day we continue to promote understanding and conservation of Scotland's cultural heritage for the benefit of all. Nowadays we are an independent charity.

We stimulate discussion and collaboration, and support research and publication, to bring Scotland's past to everyone. We are increasingly involved

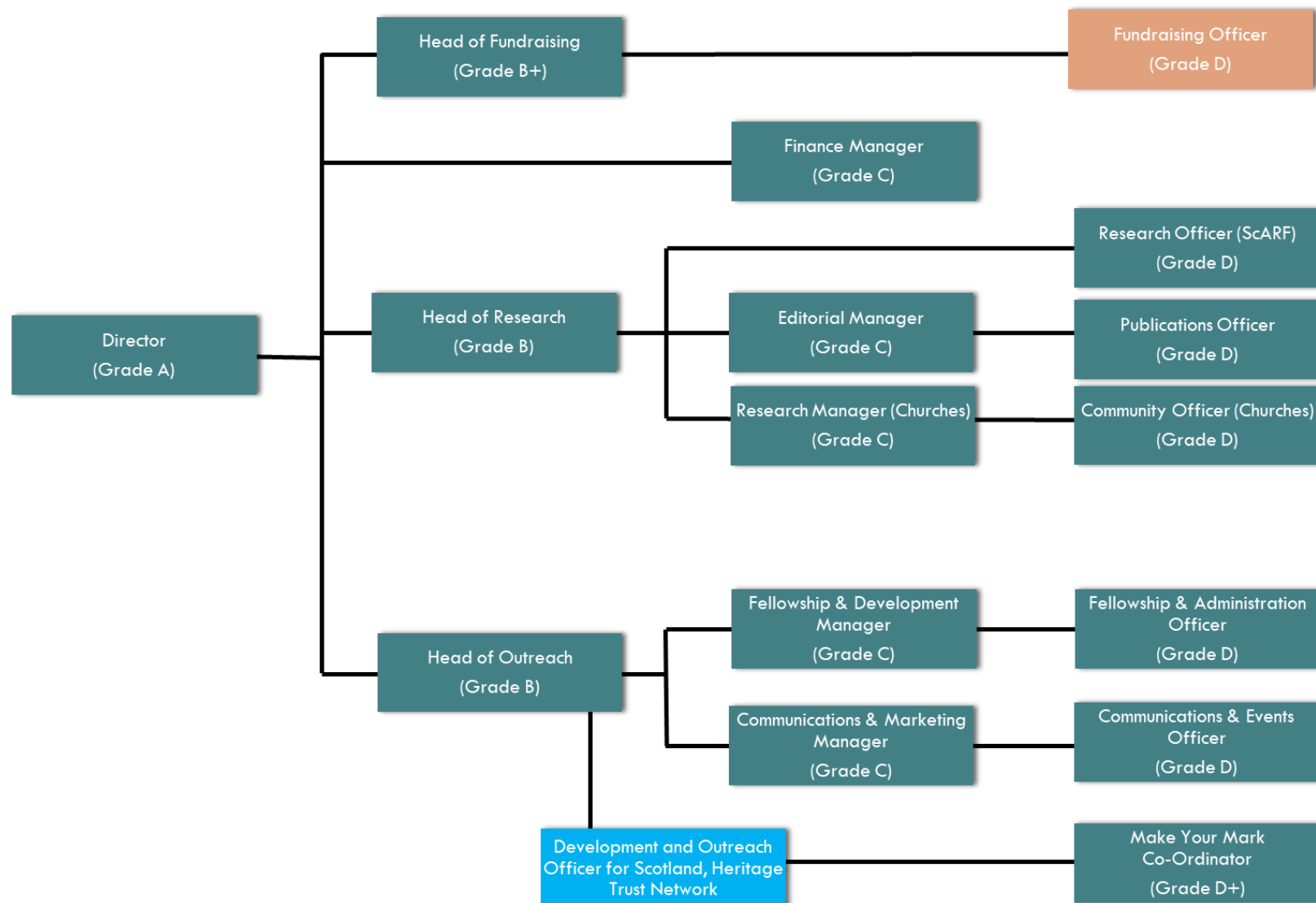
in helping to interpret the past for a modern audience, highlighting how it is relevant today. We can connect people to Scotland's past, supporting work which reviews, researches and explains all dimensions of our past, including aspects which could be considered to be controversial or uncomfortable. We provide expert knowledge, freely and accessibly, to encourage everyone to understand, value and care for Scotland's unique heritage.

Working For the Society

The Society of Antiquaries of Scotland is an equal opportunities employer and believes that diversity fosters creativity and innovation. We are fully committed to the provision of equal access and opportunity, both as part of our activity and as an employer. We appoint solely on the basis of ability.

We encourage applications from all backgrounds and encourage all interested individuals to apply. Applications are particularly welcome from people from Black, Asian and minority ethnic communities who are currently under-represented in our team. We are happy to explore different ways of working, secondments and alternative arrangements.

Being an employee of the Society provides a series of benefits, including supportive policies to ensure a balanced work and personal life, such as home working for up to 60% of a working week, and a wellbeing benefit of up to 30 minutes per day for exercise. The Society is committed to ensuring learning opportunities for employees to develop. In addition to Continuous Professional Development (CPD) and training, the Society offers the potential of research leave and covers the cost of [Fellowship of the Society](#) (subject to election).



Society staffing: Green – in post; Blue – non-Society Staff; Orange – this post to be appointed