



RECRUITMENT PACK

FUNDRAISER (PART-TIME)

JULY 2025

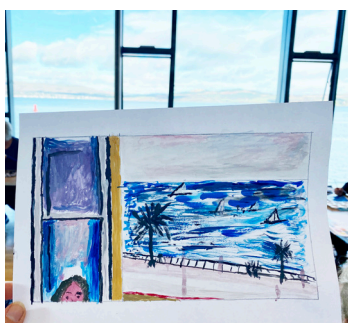
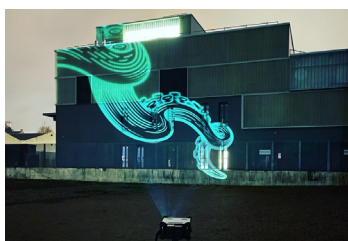


WHO ARE WE?

beacon
arts centre

We are the Beacon, a contemporary theatre and arts venue in the heart of Inverclyde... and a whole lot more besides.

Beacon Arts Centre is a vibrant hub for the arts in Inverclyde, presenting outstanding performances and delivering a respected community engagement programme. The Beacon has established a strong reputation for its home-produced pantomimes, creative recovery initiatives, and youth theatre. We are now poised to grow a community of donors who share our commitment to culture, creativity, and inclusive access.



Beacon Arts Centre

Custom House Quay, Greenock PA15 1HJ

T. 01475723723 E. info@beaconartscentre.co.uk

www.beaconartscentre.co.uk



WE ARE THE BEACON ARTS CENTRE... AND A WHOLE LOT MORE



OUR PROGRAMME

At Beacon Arts Centre we host a year-long programme of theatre, comedy, music, dance and musical theatre. Captivating creative activity doesn't stop there, we also have intimate performances for younger children and their families, and a range of festivals, exhibitions, classes, workshops and events.

OUR PRESENCE

Beacon Arts Centre is managed by the charity, Greenock Arts Guild Limited, and our diverse funding base is underpinned by core grants from Inverclyde Council and Creative Scotland. We firmly believe that Inverclyde is one of Scotland's most attractive places to live and work and it also has the benefit of well-developed transport links to Glasgow and the rest of Scotland. We are proud to be part of this vibrant community and to make a key contribution to the local economy as an employer. We play a vital role in supporting local tourism.

OUR VENUE

From our stunning location on the banks of the River Clyde, at the heart of Greenock's waterfront regeneration, our modern, purpose-built venue offers a 500-seat theatre and a 128-seat studio as well as a variety of spaces for exhibitions, meetings, rehearsals and development work. We also have superb facilities for eating, drinking and events.

Beacon Arts Centre

Custom House Quay, Greenock PA15 1HJ

T. 01475723723 E. info@beaconartscentre.co.uk

www.beaconartscentre.co.uk



@thebeaconartsc



@thebeaconarts



@thebeaconarts



Beacon Arts Centre

ABOUT THE ROLE

JOB PROFILE

We are seeking a proactive and strategic Fundraiser to lead on the development and implementation of Beacon's fundraising activity. This is an exciting opportunity to grow a community of individual donors, secure income from trusts and foundations, develop corporate partnerships, and establish a legacy giving programme. Working closely with the Co-Directors, you will help build long-term relationships that sustain our work artistically and socially. This is a rare opportunity to shape and lead Beacon's fundraising strategy at a key moment in our journey. You'll be central to building a thriving network of support that powers our creative and community ambition to Light up Lives in Inverclyde.

KEY DUTIES

Individual Giving, Legacy Giving & Donor Cultivation

- Create and manage a database of prospective donors, with tailored cultivation and stewardship plans.
- Plan and deliver engaging cultivation events that inspire and connect supporters.
- Lead the development and growth of the Producers' Circle and other donor networks.
- Develop and promote legacy giving opportunities, including creating campaign materials and stewarding pledgers.
- Log and track donor interactions, capturing insights that drive future approaches and maximise lifetime value.

Trusts, Foundations & Corporate Partnerships

- Research, write, and submit compelling funding applications that align with Beacon's mission and programmes (e.g. Creative Engagement, Book Festival, capital and sustainability work).
- Maintain a robust pipeline and calendar of application deadlines, reporting requirements, and stewardship actions.
- Identify and develop new corporate relationships, including exploring sponsorship and naming rights opportunities.

Stewardship and Relationship Management

- Design and implement donor stewardship plans that ensure ongoing engagement and satisfaction.
- Work alongside trustees and staff to connect supporters to Beacon's values and impact.
- Create opportunities for donors to act as champions and advocates for our work.

Internal Collaboration & Reporting

- Collaborate closely with programming, marketing, and community teams to ensure fundraising is aligned with organisational priorities.
- Support Directors with Board reporting and senior funder relationship management.
- Uphold the highest standards of compliance with fundraising regulations and ethical best practice.

Beacon Arts Centre

Custom House Quay, Greenock PA15 1HJ
T. 01475723723 E. info@beaconartscentre.co.uk
www.beaconartscentre.co.uk



@thebeaconartsc



@thebeaconarts



@thebeaconarts



Beacon Arts Centre

FUNDRAISER (PART-TIME)

PERSON SPECIFICATION

SKILLS & VALUES

- Proven experience in fundraising, preferably in the arts, heritage, or non-profit sectors.
- Track record of securing income from individuals, trusts, or corporate funders.
- Strong written communication skills, with experience writing successful proposals or cases for support.
- Excellent interpersonal skills with an ability to build and maintain meaningful relationships.
- Organised and self-motivated, with the ability to manage multiple deadlines independently.
- Commitment to equity, diversity, and inclusion
- Experience of developing legacy giving campaigns or securing legacy pledges.
- Knowledge of the Scottish arts, culture, or funding landscape.
- Experience in planning and delivering cultivation or stewardship events. Familiarity with CRM systems or donor databases (e.g., Spektrix, Salesforce, or equivalent).
- Understanding of fundraising compliance and best practice.

KEY ATTRIBUTES

- Enthusiastic about the arts and creative community engagement.
- Strategic thinker with a collaborative and adaptable working style.
- Discreet, professional, and proactive in approach.
- Willingness to occasionally work evenings or weekends for events.

Beacon Arts Centre

Custom House Quay, Greenock PA15 1HJ

T. 01475723723 E. info@beaconartscentre.co.uk

www.beaconartscentre.co.uk



@thebeaconartsc



@thebeaconarts



@thebeaconarts



Beacon Arts Centre

SUMMARY

JOB TITLE

Fundraiser (Part-time)

REPORTS TO

Co-Directors

CONTRACT

Part-time permanent

HOURS

3 days per week / 22.5 hours

SALARY

£35,000 pro-rata

HOLIDAYS

33 days pro-rata

HOW TO APPLY

APPLY TO

Tessa Calder,
Finance & HR Manager
recruitment@beaconartscentre.co.uk

ATTACHMENTS REQUIRED

1. A letter of application
2. CV (two sides A4 max)
3. Name and contact details of two referees (referees will not be contacted prior to interview)
4. Equal Opportunities Monitoring Form (available at beaconartscentre.co.uk/work-with-us)

EMAIL SUBJECT HEADING

Fundraiser (Part-time)

APPLICATION DEADLINE

Monday 18 August 2025, 5pm

INTERVIEWS

Thursday 21 August 2025

START DATE

By mutual agreement

If you would like to have an informal confidential chat about the role in advance of submitting an application, please email Tessa Calder, Finance & HR Manager, at recruitment@beaconartscentre.co.uk

Should you have any access requirements or need any reasonable adjustments to be made in order to apply for this role, please contact recruitment@beaconartscentre.co.uk

The Beacon is committed to access, diversity and representation, and we actively encourage applicants from different backgrounds and with different experiences in order to develop and strengthen the organisation, evolve our programmes, and better reflect the communities we serve.

Beacon Arts Centre

Custom House Quay, Greenock PA15 1HJ
T. 01475723723 E. info@beaconartscentre.co.uk
www.beaconartscentre.co.uk



@thebeaconartsc



@thebeaconarts



@thebeaconarts



Beacon Arts Centre