



Head of Major Gifts

Recruitment Pack

EDINBURGH
BIOMES



Royal
Botanic Garden
Edinburgh

We seek an exceptional individual to join us as we begin the first phase of the Edinburgh Biomes project. The Royal Botanic Garden Edinburgh is one of the world's top four botanic gardens. Founded in 1670, we have been discovering, collecting and caring for plants since the 17th century. As we mark our 350th anniversary, we have begun one of the most visionary development programmes in our history. The Edinburgh Biomes programme will enable us make a difference to the critical challenges facing the world. It will transform everything that the garden does, from accelerating our vital research, to restoring our heritage buildings and developing our living collection to address threats to biodiversity.

As our Head of Major Gifts, you would be a key player in developing and implementing the Edinburgh Biomes Campaign strategy. Working with a mixed portfolio of potential supporters you have an extensive network and will relish working with individuals to secure transformational gifts, and be experienced in creating significant partnerships with trusts, and corporate partners.

If you believe you have the passion and drive to succeed, we look forward to hearing from you.



Emma Lacroix
Director of Development





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The Royal Botanic Garden Edinburgh (RBGE) is one of the top four botanic gardens in the world, capturing the imagination of everyone who visits. There are over 70 acres of beautiful landscape to explore, providing a tranquil haven just one mile from Edinburgh city centre. Founded in 1670, RBGE is home to one of the world's best living collections of plants (13,500 species) a herbarium of 3 million preserved specimens and one of the UK's most comprehensive botanical libraries.

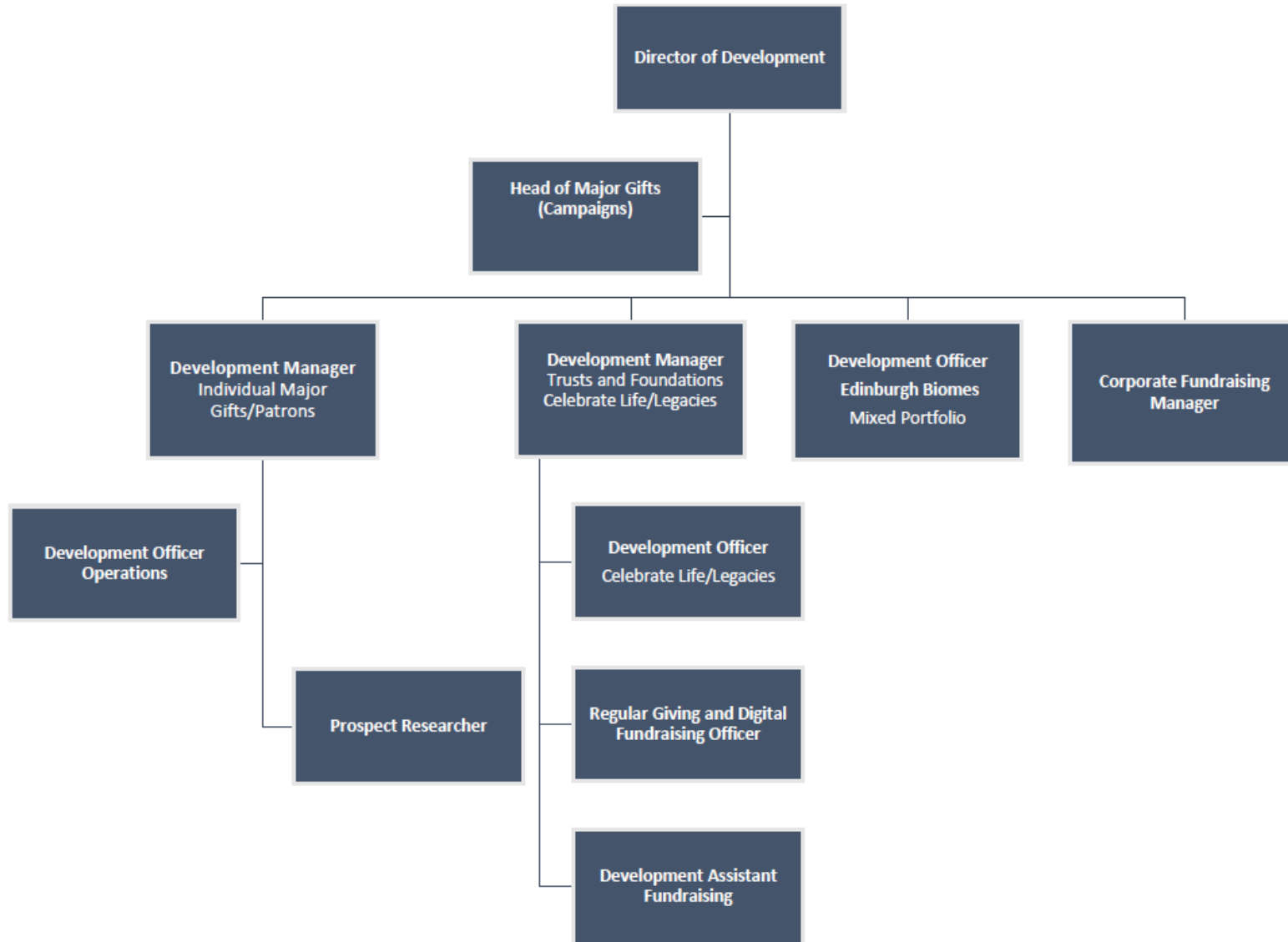
RBGE advances collections-based biodiversity research and education across a wide spectrum of organisms and geographical regions. This range, coupled with the RBGE's partnerships with local and international HE institutions and research Institutes, provides an essential platform for tackling some of the world's most pressing environmental challenges.

The Edinburgh Biomes Project

In a world where 40% of plant species are under threat, botanic gardens have never been more needed or their mission more urgent. RBGE's Edinburgh Biomes Project is central to our response to the twin threats of the climate emergency and biodiversity crisis, and offers an exceptional opportunity to create infrastructure that will ensure our impact for generations to come. It will: provide the facilities to protect and develop our unique plant collections, showcase the world of plants under glass, undertake ground breaking research, extend delivery of world class education programmes, and provide a catalyst to connect communities to their botanic collections.

Transformative Infrastructure

The Edinburgh Biomes Project is a seven year programme of estate development, which will include: the replacement and enhancement of our research glasshouses, a new plant health laboratory, the restoration of our heritage glasshouses, a new glasshouse as part of a renewed visitor experience, and a new sustainable energy centre.



Fundraising organisation chart.

*Reporting structure under review





Our Mission

The mission of RBGE is to explore, conserve and explain the world of plants for a better future.

- We deliver world-leading plant science and conservation programmes to reduce the loss of global biodiversity and to achieve a greater understanding of plants, fungi and environmental sustainability.
- We grow and develop our internationally important collections in order to maximise their value as a research, education, conservation and heritage resource.
- We provide learning and training in horticulture, plant science and biodiversity conservation to help people appreciate, understand and contribute to the conservation of plants and our natural environment.
- We offer a first-class visitor attraction to enable more communities, families and individuals to enjoy and be inspired by our Garden and its facilities, to become more environmentally responsible and to support RBGE's work in Edinburgh and in our three regional gardens at Dawyck, Benmore and Logan.

HEAD OF MAJOR GIFTS

Key Responsibilities

- Alongside the Director of Development, develop and implement the campaign fundraising strategy, maximising income from individuals, trusts, and corporate supporters to deliver the Edinburgh Biomes programme and RBGE core priorities.
- Manage and steward a portfolio of significant donor relationships, with particular focus on high-value partnerships for Edinburgh Biomes.
- Creatively identify strategic fundraising opportunities and new partnerships which are aligned with the values, ethos and ambitions of RBGE.
- Write innovative, attractive, well-researched and appealing proposals and overview documents for prospective donors.
- To line manage and support the fundraising team ensuring performance management of staff and their on-going personal development to enable them to reach their maximum potential within RBGE.
- Coordinate and plan research into new prospects, and lead regular meetings with the Director of Development and Research Officer to identify how best to progress new relationships.
- Meet annual income targets set in conjunction with the Director of Development.
- Utilise database and resources (Raisers Edge) to their fullest potential to develop relationships and maximise income.



Skills/Aptitude:	Essential requirements	Desirable for post
<ul style="list-style-type: none"> The post holder requires experience of fundraising, customer relationship management and strategic planning. Previous experience working with individual donors and capital fundraising programmes is essential. 	Essential	
<ul style="list-style-type: none"> The ability and inclination to meet potential major donors and to ask them for significant financial support is crucial. 	Essential	
<ul style="list-style-type: none"> The post holder must have a sound grasp of charity law, gift aid, fundraising techniques, people management and exceptional interpersonal skills. 	Essential	
<ul style="list-style-type: none"> The post holder will line manage a team of fundraisers, so experience of managing staff is important. 	Essential	
<ul style="list-style-type: none"> Strong influencing and negotiating skills. 	Essential	
<ul style="list-style-type: none"> The post holder will have excellent written and verbal communication skills, with a keen attention to detail. 	Essential	
<ul style="list-style-type: none"> An interest in natural heritage, and the breadth of the work undertaken by RBGE is essential. 	Essential	
<ul style="list-style-type: none"> Experience of writing major grant applications is desirable. 		Desirable



Professional Qualifications:	Essential requirements	Desirable for post
Undergraduate degree or equivalent experience		Desirable
Member of Institute of Fundraising/CASE		Desirable
Relevant qualifications in fundraising/development		Desirable

Knowledge:	Essential requirements	Desirable for post
<ul style="list-style-type: none"> • Experience of working with a broad range of donor prospects – individuals, trusts and corporates. • A working knowledge of GDPR and its relevance in the context of RBGE. • Previous experience of using the Raiser’s Edge database 	Essential	Desirable Desirable



Pay & Benefits

The starting salary for this key post is £50k'. In addition, RBGE offers a range of benefits to staff:

- 25 days holiday, increasing to 30 days after 5 years of service, with the option to buy additional holiday
- 11.5 days of public and privilege holidays annually
- Membership of the civil service defined benefit pension scheme
- Discounts in our shop, restaurants, and cafes
- Plus a range of staff support mechanisms, including our free Employee Assistance Scheme
- A range of family-friendly options to support work-life balance, including:

Flexible working arrangements • Enhanced contractual maternity, paternity, adoption and shared parental leave • Career breaks



“All life depends on plants. They sustain whole ecosystems, feed us, keep us healthy, stimulate our minds, and nurture our wellbeing. And yet, the Earth’s rich diversity of plant life is rapidly disappearing. At a time when 40% of the world’s plant species are at risk from extinction our work is more important than ever”.

Simon Milne MBE
Regius Keeper, RBGE

For enquiries about the post please contact: elacroix@rbge.org.uk

www.rbge.org.uk/about-us/working-with-us/

