

The Royal  
**Lyceum**  
Edinburgh

# Head of Fundraising

**Salary:** £40,000-£44,000

**Hours:** 35 hours

**Annual leave:** 25 days plus up to 10 bank holidays

**Employer pension contribution:** 4%

**Closing Date:** Friday 31st July 2026 at 11.30pm



# Contents

- 2 About The Lyceum
- 3 Our Mission, Vision and Values
- 4 Our Strategic Aims
- 5 The Head of Fundraising Role
- 6 Key Responsibilities
- 8 Person Specification
- 9 What we offer/  
How to Apply





# About The Lyceum

The Royal Lyceum Theatre Edinburgh is a leading producing theatre and one of the United Kingdom's most prolific theatre companies - producing and co-producing high quality work to share with Edinburgh, Scotland, the UK, and the world.

The Lyceum is a crucial part of the cultural life of Edinburgh and Scotland, with a reputation for producing innovative, artistically exciting, high-quality theatre. Developing award-winning work with national and international partners, the Lyceum's co-productions and collaborations represent a key strand of the company's strategy to extend the future life of productions and to present the company's work across the UK and abroad.

The Lyceum is committed to being a truly civic theatre rooted in Scotland's capital city - entertaining, challenging, and inspiring the people of Edinburgh.

Each year we produce and present a programme of work that embodies the values of the company; work of the highest quality, created with talented artists and prestigious partners. A welcoming and collaborative environment for audiences and artists, with something for everyone.

We have ambitious plans to expand the breadth and depth of our programme - using theatre to explore pressing issues of the day, shining new light on classic texts and stories, introducing children and young people to the magic of theatre and growing our audiences in Edinburgh as well as across Scotland, the UK, and internationally.

The theatre is a magnificent example of late Victorian theatre architecture. Our offices and rehearsal space are directly across the road, and our scenic workshop and wardrobe-making departments are situated at Roseburn, which is a little over a mile away.

A very important part of The Lyceum's offering is a well-attended and varied programme of engagement, outreach, youth theatre, and schools' projects delivered by our Creative Learning team and the Lyceum also has a growing Artist Development programme which aims to nurture and support the Scottish theatre ecology.



Sunset Song. Photo © Mihaela Bodlovic.

## Our Mission

We create, produce and share outstanding theatre for Edinburgh and the world; theatre that entertains, connects, and inspires – working creatively with our communities, growing our audiences, and celebrating the shared power of live storytelling.

## Our Vision

An internationally-renowned historic producing theatre at the heart of Scotland's cultural life – open to all, creating work by exceptional artists, enriching lives and reshaping how we understand ourselves and each other.

## Our Values

Our strategy is underpinned by our values. These values represent who we are, and they inform all that we do:

**Excellence** – we strive for excellence in all that we do

**Relevance** – our work reflects the lives, experiences and concerns of contemporary artists and audiences

**Openness** – we welcome everyone, irrespective of background

**Passion** – we care deeply about what we do and how we do it

**Courage** – we're driven by courage, energy and determination

**Care** – we believe that everyone should be treated with respect and met with fairness

# Our Strategic Aims

To be Scotland's major producing theatre company with an international reputation.

To attract a wider and more diverse range of people from across Edinburgh and the surrounding areas to engage with our activity as audiences and participants.

To invest in and protect our theatre and supporting buildings to be fit for purpose, creating a cultural hub for the community.

To be in control of our own destiny; achieving financial sustainability through a mixed model of funding, donations, and commercial income.

To be a rewarding and supportive place to work, helping to develop the next generation of theatre makers whilst enabling sustainable careers for more established artists and theatre workers.

To meet our responsibilities to the environment and climate emergency.





*The Girls of Slender Means. Photo © Mihaela Bodlovic.*

## Head of Fundraising

The Head of Fundraising is a new key role that will work with and support the Strategic Fundraising Director in shaping the delivery of income generation. Reporting to the Strategic Fundraising Director, the postholder will play a central role in shaping fundraising strategy, budgets and strengthening high-value relationships that support the Theatre's artistic and organisational ambitions.

The newly created senior role offers an exciting opportunity to support the Strategic Fundraising Director in the shaping and delivery of fundraising strategy alongside sharing the management of a portfolio of major donors, developing corporate partnerships and co-leading a small, ambitious development team. This role will work closely with team leaders across the organisation and build meaningful relationships with supporters, create compelling cases for support and drive income growth across the organisation.

This position would be particularly well suited to an experienced fundraiser looking to take the next step into a senior fundraising role, with greater strategic engagement and the opportunity to influence the future direction of a major Scottish cultural institution.

The role will specialise directly in Major Donor philanthropy with a good working knowledge of Corporate Partnerships and will manage a portfolio of ongoing relationships with major donors while identifying new opportunities for support from philanthropists and business leaders. This role combines strategic leadership with hands-on relationship management and oversight of a small, ambitious Development team.

With a new strategic plan in place, our ambition is to ensure our fundraising efforts are rooted in our artistic programme, and that donors and supporters are deeply connected to the work we make, now and in the future. The postholder will work closely with senior leadership, the Executive Director and volunteers to grow philanthropic income and collaborate across the organisation to build compelling and authentic cases for support across our portfolio of work. The role will suit a fundraiser who enjoys building creative and unique partnerships with individuals and businesses, with a knowledge and understanding of fundraising within the arts and culture sector more widely.

# Key Responsibilities

## Strategic Leadership & Planning

- Support the Strategic Fundraising Director in shaping and delivering the Theatre's overall fundraising strategy
- Lead on the development and implementation of strategies for:
  - Major donor giving
  - Corporate Partnerships and sponsorship
- Contribute to annual and multi-year income planning, including budgeting and forecasting
- Monitor performance against targets and adapt plans to maximise income growth opportunities
- Deputise for Strategic Fundraising Director at events and meetings as necessary
- Align fundraising priorities and the Theatre's artistic and organisational goals

## Major Donor Fundraising

- Develop and manage a portfolio of high-value individual donors and prospects, including the Artistic Director's Circle, ensuring activities are engaging, high value and lead to long term meaningful collaborations
- Design and deliver cultivation and stewardship plans for major gifts
- Work closely with the Strategic Fundraising Director to build regular campaigns and recruitment drives to maintain momentum and build the donor pool
- Work closely with Senior Leadership, Board Members and Fundraising Advisory Group to leverage relationships and opportunities
- Oversee growth and development, and review the Patrons scheme (managed by the Development Manager)

## Corporate Partnerships

- Support the Strategic Fundraising Director in the identification, cultivation and acquisition of new corporate partners and sponsors, building a long term strategy and pipeline
- Utilise connections and introductions from Senior Leadership, Board Members and Advisory Committee to identify new partnership opportunities as appropriate.
- Engage in the development of compelling partnership propositions, negotiating and managing high-value sponsor agreements
- Deliver excellent stewardship and renewal strategies for corporate partners and members
- Collaborate with the Director of Audiences and Commercial and team on marketing and supplier relations
- Build long-term, mutually beneficial relationships with businesses and brands

# Key Responsibilities

## Team Leadership & Management

- Line management of Development Manager and Development Officer
- Set clear objectives, support professional development, and foster a collaborative team culture
- Ensure effective integration across fundraising streams and ensure the work of the fundraising and development function is embedded and integrated into the wider organisation
- Stakeholder Engagement and Representation
- Act as a key ambassador for the Lyceum with donors, corporate partners and external stakeholders
- Support senior leadership and Board members in fundraising engagement as appropriate and with a steer from the Strategic Fundraising Director.
- Attend events, performances and networking opportunities to build relationships and raise the Lyceums profile, and be willing to speak as an advocate of our work
- Collaborate with marketing team to ensure accuracy, consistency of messaging, tone of voice, brand and the stewardship of loyal audiences to patrons
- Contribute to organisational storytelling, ensuring compelling cases for support

## Key Relationships

- Reports to: Strategic Fundraising Director
- Direct Reports: Development Manager, Development Officer
- Internal: Artistic Director, Executive Director, Director of Producing, Director of Audiences and Commercial, Board Members, internal working groups
- External: Major Donors, Corporate Partners, Key stakeholders

# Person Specification

## Skills & Experience

- Significant experience in relationship fundraising within the arts and culture charity or organisation sector
- A proven track record of securing, developing and maintaining high-value relationships and partnerships or sponsorships of five- and six-figure value
- Experience contributing to fundraising strategy with an understanding of budgeting
- Experience line-managing, mentoring or coaching individuals to encourage development and growth within their roles

## The successful candidate will have:

- Proven ability to lead a team and foster a collaborative team culture
- Proven ability to build collaborative working relationships in hybrid and remote settings
- Confidence in representing an organisation externally and acting as a senior spokesperson
- Proven ability to operate autonomously while building and sustaining effective working relationships within a collaborative, small team

## Culture & Values

We expect all colleagues to contribute to a positive and inclusive working culture by living The Royal Lyceum Theatre Company's values of Excellence, Relevance, Openness, Passion, Courage and Care, and by role modelling these values in interactions with colleagues, artists, participants and audiences.





## What We Offer

- 25 days' annual leave (plus up to 10 bank holidays)
- 4% matched pension contribution
- Free tickets for shows at the Lyceum and discounted tickets for friends and family
- Cycle to Work and Tech schemes
- Staff discounts and quarterly social events
- 35 Hours per week (including that we can consider part-time)
- Hybrid working

## How to Apply

We welcome applications in alternative formats including video or audio for access reasons, we are happy to discuss adjustments at any stage of the recruitment process. The Royal Lyceum Theatre Edinburgh is committed to equality, diversity and inclusion and welcomes applications from those underrepresented in the theatre sector.

Visit [lyceum.org.uk/jobs](https://lyceum.org.uk/jobs) to apply.

To apply, please submit a CV along with a supporting statement, outlining your experience in fundraising, motivation for this role, and relevant professional examples.

To discuss the role and interview process further, please contact us at [jobs@lyceum.org.uk](mailto:jobs@lyceum.org.uk)

Closing date: **Friday 31<sup>st</sup> July 2026 at 11.30pm**

1st stage In person Interview date: **Wednesday 19<sup>th</sup> or Thursday 20<sup>th</sup> August 2026**