



## **Information Pack for Applicants Post of Senior Fundraising Executive**

25 June 2026

Thank you for your interest in the post of Senior Fundraising Executive at Edinburgh International Film Festival.

This is a vital new role at EIFF, working with the Executive team to secure investment in the most exciting film festival in the UK. We seek a results-driven, enterprising and dynamic individual to join us at a crucial moment in our evolution.

The pack contains information on Edinburgh International Film Festival, along with more detailed information about the role, a job description, a person specification and broad terms and conditions.

If you would like to apply for the post, please send us your CV along with a cover letter (no more than 2 sides of A4) outlining why you are interested in the role and why you would be a suitable candidate, referring to the job description and person specification.

Please email your CV and cover letter to [recruitment@edfilmfest.org](mailto:recruitment@edfilmfest.org) **no later than midday on 15 July 2026.**

First Round Interviews: **w/c 20 July 2026**

Second Round Interviews: **w/c 27 July 2026**

We look forward to hearing from you.

## **ABOUT EDINBURGH INTERNATIONAL FILM FESTIVAL**

### **MISSION**

**To be the home of independent cinema in the UK**

Helmed by CEO & Festival Director Paul Ridd and Festival Producer Emma Boa, EIFF is a world-class showcase for independent film and talent, one that is rooted in a local Scottish context whilst embracing the international diversity of creative expression.

Our August fixture runs in parallel to a host of creative festivals taking place in Edinburgh including The Fringe, Edinburgh International Festival, Edinburgh International Book Festival and Edinburgh TV Festival which sell millions of tickets to guests from around the world. We embrace that curatorial and commercial positioning through close collaboration and connection with our sister festivals.

EIFF accelerates the discovery of new talent through its two centrepiece competitions; *The Sean Connery Prize for Feature Filmmaking Excellence*, which carries a cash prize of £50K, and *The Thelma Schoonmaker Prize for Short Filmmaking Excellence*, which carries a cash prize of £15K, both decided by audience vote.

We are funded through a combination of public funding, box office revenue as well as support from industry partners, foundations and sponsors.

The EIFF Board includes Chair Andrew Macdonald of DNA Films (*Trainspotting, The Beach, 28 Days Later, Sunshine on Leith, Civil War*), Vice Chair Amy Jackson of Unified (*The Nest, Aftersun, The End We Start From*), Peter Rice (former Chairman of General Entertainment at Disney and President of 21st Century Fox), Teresa Moneo (producer and former Director of UK Film at Netflix), Isla McGillivray, Head of Film, TV & Video Games at Saffreys and Romana Ramzan, senior video game producer.

### **OUR VALUES**

#### ***Integrity***

We are honest, transparent and committed to strong ethical practices.

#### ***Innovation***

We are forward-thinking, experimental and committed to making bold creative choices.

#### ***Collaboration***

We are inclusive, multidisciplinary and committed to partnership working to amplify aims and benefits.

## **JOB DESCRIPTION**

### **Edinburgh International Film Festival**

EIFF is entering an exciting period of growth and transformation, creating a unique opportunity for an experienced fundraiser to deliver on our fundraising strategy, build strong partnerships and play a central role in the Festival's future success.

The Festival is currently approaching its third edition since the relaunch in 2024 and has secured strong support from public funders, industry partners and in-kind corporate partnerships to support the delivery of two successful editions. We seek a dynamic individual to lead on diversifying income streams to support stability, growth and ambition for the organisation as it continues to develop and expand.

### **Senior Fundraising Executive**

Reporting to the CEO & Festival Director and working closely with the Festival Producer, the Senior Fundraising Executive is responsible for driving the Festival's fundraising strategy, playing a central role in securing a robust and sustainable financial foundation for the organisation. The work will involve leading the identification, pitching, negotiation and securing of sponsorship and funding partnerships for the Festival; and overseeing the delivery, servicing and long-term development of those relationships to ensure strong retention and growth.

Central to the role is fostering strong, collaborative relationships with sponsors, funders, partners, supporters, suppliers and other key stakeholders that align with the Festival's vision and long-term growth strategy. At this pivotal stage in EIFF's development, you will play a key role in strengthening the Festival's positioning in line with EIFF's strategic objectives.

In the first instance you will work with the Executive team on developing the Festival fundraising strategy, incorporating public funders, corporate sponsors, trusts, philanthropic donors and individual giving, whilst refining and distilling the core messaging around our goals and how these are communicated to a range of potential supporters.

The initial focus of the role will be strategic major donor philanthropy, corporate partnerships and strategic grant funding. Individual giving and membership development will be phased in as organisational capacity develops.

Initially operating as a standalone fundraising lead, the role will shape future fundraising capacity and may contribute to the recruitment and management of additional development staff as income grows.

The position is offered as an initial 16 month fixed-term contract with a four-month probationary period. The role is based in Scotland.

### **Responsibilities**

- Collaborate with the Executive team to source, secure, maintain and develop major sponsorships and strategic partnerships to support financial growth and stability.
- Identify and pursue innovative funding opportunities and new revenue streams to support growth.
- Serve as the primary contact for sponsors, funders and partners, managing relationships and ensuring mutual objectives are met year-round.
- Lead the strategy, research, development and submission of funding proposals for public, corporate, individual and foundation funders and partners, and manage these relationships to maximise engagement and value.
- Oversee financial management of sponsorships and partnerships.
- Work with the Marketing team and Press team to ensure marketing and communication campaigns and activities are delivered in line with sponsor, funder and partner requirements and objectives.
- Develop and implement strategies to cultivate and solicit support from philanthropic donors and individual giving initiatives.
- Monitor funding performance and progress against annual targets, ensuring timely internal reporting and accountability.
- Develop evaluation plans and strategies for the Festival, ensuring all sponsor, funder and partner requirements are factored into these.
- Ensure the timely and accurate fulfilment of all fundraising obligations to all funders, sponsors and stakeholders, including reporting and evaluation.
- Work with the Executive team to build strong working relationships with internal and external stakeholders.
- Work with the Executive team on the development, management and delivery of annual budgets for sponsorship and fundraising activities.
- Work with the Executive team to design and deliver initiatives and events that drive fundraising and engagement with corporate sponsors and individual donors.
- Work with the Executive team to review fundraising policies and procedures to ensure compliance and best practice.

## General

- Communicate effectively with colleagues and departments across the Festival to share information, achieve deadlines and promote a positive working environment;
- Attend meetings and provide progress and financial reports as required;
- Always act in accordance with EIFF policies and procedures;

## PERSON SPECIFICATION

- Significant experience of senior fundraising, with responsibility for delivering significant income targets.
- Proven track record of securing and delivering high-value corporate partnerships, and either strategic grant funding or major gifts philanthropy.
- Excellent relationship building and stakeholder management skills, with the ability to influence, negotiate and inspire.
- Outstanding communication skills, with experience developing compelling cases for support and sponsorship proposals
- Demonstrable understanding of the culture sector and wider funding landscape in Scotland.
- Experience of managing fundraising pipelines, budgets, reporting requirements and CRM systems.
- Entrepreneurial, collaborative and self-motivated, with the ability to identify opportunities, work independently and thrive in a rapidly evolving environment.

## TERMS AND CONDITIONS

**Contract type**                      Freelance, fixed term contract

**Term**                                      September 2026 - December 2027

**Fee**                                        £55,000 - estimated around 3-4 days per week on a flexible basis. We are happy to discuss the number of working days and patterns to meet objectives.

**Working arrangements**    Hybrid - working from home as well as working from EIFF offices at Summerhall Techcube as required. Mostly working in office and on the ground in the lead up to and during EIFF.

Edinburgh International Film Festival is an Equal Opportunities Employer and as such all positions will be offered to the candidate with the required skills for the post and without consideration to a candidate's race, ethnic origin, nationality, religion or belief,

sex, sexual orientation, gender reassignment, age, marital or civil partnership status or disability.

Please note that EIFF is not a licensed sponsor for VISAs and as such you must already have the Right to Work in the UK to apply for our roles.

Please also complete the online equal opportunities monitoring form.

## **ENVIRONMENTAL SUSTAINABILITY**

One of EIFF's core aims is to be an environmentally sustainable business and this approach will be embedded across the organisation.

Please note that in line with our environmental policy, we are only handling applications electronically.