



Alumni & Individual Giving Manager

Job Pack

WELCOME



NYCOS occupies a unique place in Scotland's cultural landscape as a charity providing a national infrastructure for young people and music leaders to develop their singing. Founded in 1996, and directed by founding Artistic Director Christopher Bell, we are committed to supporting children and young people to realise their vocal and musical potential and provide opportunities for young people, teachers and choir directors to support and develop choral singing across Scotland.

We consist of four National Choirs, including the internationally renowned National Youth Choir of Scotland, a network of fourteen Regional Choirs across the country and a considerable Creative Learning programme that engages in a wide range of activity and training for children, young people and adults.

2026 marks NYCOS's 30th anniversary, and we are looking for someone who can play a key role in celebrating this milestone by engaging our alumni and supporters, strengthening relationships, and communicating our achievements and impact to inspire individual giving throughout this special year.

Role Purpose

NYCOS is looking to appoint a dynamic and energetic individual to the role of Alumni & Individual Manager. Working closely with the CEO and Trusts & Foundations Manager, this post will play a central role within NYCOS to develop and sustain the alumni programme and an individual giving strategy.

You will be an inventive and creative person, excited by the opportunity to build a supportive community of individuals. You may have experience in stewardship but you could be just as likely transferring your skills from another sector. This role would suit someone with an eye for opportunities and details, and the desire to build something exciting from scratch.

APPOINTMENT DETAILS

Job Title:

Alumni & Individual Giving Manager

Reporting to:

Chief Executive Officer

Supervises:

No line management responsibility

Location:

Flexible with potential for distance and home working. Must be able to travel regularly to the office at Savoy House, Glasgow and around Scotland

Hours:

Preferably full-time (35 hours per week) but we would consider a part-time position of 4 days per week (0.8FTE) for the right candidate.

Working hours are flexible, between 8.30am to 6.30pm, Monday to Friday, with one hour per day for lunch.

This role will involve some evening and weekend work, including Board and sub-committee meetings as required, worked within the contracted time (NYCOS operates a Time Off in Lieu Policy).

Salary:

£30,000–£35,000 per annum (pro rata if applicable)

Pension:

Employer Contribution is currently 5%

Tenure:

Permanent

Holiday entitlement:

25 days per annum, plus Bank Holidays

Notice:

Three months

Starting Date:

As soon as possible

RESPONSIBILITIES

Strategy & Advocacy

Working with Trustees and external expertise, the right candidate will build on and sustain the existing Alumni programme that connects our Alumni from the last 30 years to each other and to the organisation.

Lead the income generation process for individuals and alumni, including the NYCOS Friends Scheme and legacies, working closely with colleagues across the organisation.

Cultivate relationships with existing and new donors, and negotiate and secure gifts from individuals.

Be responsible for the day-to-day operation of the Friends scheme (including, but not limited to, the creation, renewal and maintenance of Friends memberships, processing of payments and acknowledgements).

Research further development opportunities in response to planned activity including education and artistic programmes.

Work collaboratively with the Trusts & Foundations Manager, to establish strategy, priorities and plans and maintain a mutually supportive and productive working relationship.

Work collaboratively with colleagues across the organisation to ensure that the work of the Development team is fully integrated and supports the delivery of NYCOS' overall objectives.

Represent NYCOS at internal and external networking opportunities, developing existing and new donor relationships.

Create and run events and gatherings of alumni and individuals, develop communication systems for engaging with alumni, and develop systems to find and connect with alumni around the world.

RESPONSIBILITIES

Administration

Manage budgets and prepare financial data and monitor incoming grant payments with the Finance Officer.

Work closely with colleagues to ensure that income is spent in line with funding agreements.

Produce reports for and make presentations to the Board of Trustees as appropriate.

Work with the Marketing & Communications Officer to oversee the development of a consistent and compelling case for support, and create and implement marketing plans for fundraising activity.

Continuously monitor and evaluate the effectiveness of fundraising activities.

Ensure supporters are reported to in an appropriate and timely fashion.

Maintain accurate records of all income including the appropriate destination and Gift Aid Declarations using the organisation's Customer Relationship Management system (CRM).

Ensure the maintenance of up-to-date records, with the ability to generate and analyse data, and ensuring all data adheres to applicable legislation and guidance, including GDPR.

Carry out any other duties as deemed appropriate by the CEO.



PERSON SPECIFICATION



Skills & Experience

Essential:

Exceptional writing and communication skills, with an ability to convey detailed information in a concise and compelling way.

Ability to work proactively and constructively with colleagues to develop high-quality proposals or other projects.

Experience in establishing and stewarding productive relationships with stakeholders or funders.

Exceptional attention to detail and organisational skills.

Ability to prioritise and meet regular deadlines whilst working under pressure.

Experience of budget development and management.

Desirable:

Track record of fundraising and cultivating relationships with individuals or other funding organisations.

Track record of designing and implementing sustainable strategies to achieve successful revenue fundraising activities.

Proven ability to manage and grow a list of active and significant donors.

Experience of managing online fundraising campaigns.

PERSON SPECIFICATION

Competencies

Excellent interpersonal and communication skills, with the ability to engage a wide range of people with our work.

High attention to detail, particularly regarding budget and event planning, and in written work.

Exceptional influencing, negotiation and diplomacy skills.

Ability to think and operate strategically and provide flexible solutions.

Able to deliver to demanding deadlines and with a hands-on approach.

Excellent IT skills including use of CRM.

Ability to self-motivate, work as part of a small team, and support colleagues, even under pressure.

Confident, resilient and resourceful, with the capacity to negotiate through personal influence.

Appreciation of and support for the aims, values and ethos of NYCOS.

A commitment to excellence and professionalism.

HOW TO APPLY

Application information

NYCOS is committed to equality of opportunity for all staff and applications from individuals are encouraged, regardless of age, disability, sex, gender identity, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnership. Our board and staff believe by improving the diversity within our organisation and our leadership, we will improve the quality of our work.

You will be required to complete and submit the following:

- Curriculum Vitae (CV), 2 pages maximum, 11pt minimum font size
- Covering letter, letting us know why you would like to work with us in this role and the skills and experience you would bring to the position, 2 pages maximum, 11pt minimum font size
- Equal Opportunities monitoring form

In order to ensure the shortlisting process is anonymous and fair, please do not include your name or photograph on your CV or covering letter. Instead, please include personal details in the Equal Opportunities monitoring form.

Please send your completed documents to jobs@nycos.co.uk by **9am on Monday 29 June 2026**. We will not be able to consider applications received after this deadline.

Interviews will take place in person or via video call in the week commencing 6 July 2026. We will provide a BSL interpreter or live captioning if required. Please get in touch if you require any adjustments or assistance to participate, should you be invited to interview.

If you would like to discuss this role further or discuss access requirements before you make an application, please contact Kenneth Boyd, Chief Executive Officer via kenneth.boyd@nycos.co.uk.



TERMS & CONDITIONS



The post-holder must have the right to work in the UK and will be required to provide the necessary paperwork to verify this. Ideally, the post-holder will also have a valid driver's licence.

The post-holder must be a member, or eligible to become a member of the PVG scheme administered by Disclosure Scotland.

By applying for this vacancy, you consent to the safe storage and handling of any personal data you've provided to us. We will never share your data with a third-party without your consent. You can request the removal of your data at any time, by emailing info@nycos.co.uk.

Unfortunately, we will only be able to give feedback to those candidates who are shortlisted.

Good luck with your application and thank you for your interest in NYCOS.

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Cover: NYCOS Edinburgh Regional Choir, Paisley Abbey, 2025. Photo by Sally Jubb
This Page: National Youth Choir of Scotland, St Giles Cathedral, Edinburgh, 2025. Photo by Robin Mair

National Youth Choir of Scotland (known as NYCOS) is a charity registered in Scotland, No: SC024899