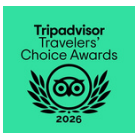




Recruitment Pack

STEM Development and Fundraising Manager

Closing Date: 28 June 2026



dundeesciencecentre.org.uk

Inspire the Innovators of Tomorrow.

Welcome!

Thank you for your interest in joining the dedicated and passionate team at Dundee Science Centre - an award-winning visitor attraction located in the heart of “*the coolest little city in Britain*” (GQ Magazine). As a registered charity, **we are committed to making science accessible to all.**

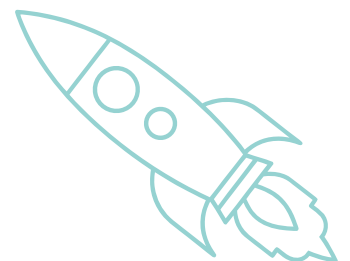
For over 25 years, we’ve inspired curiosity, ignited imaginations, and brought science to life for people of all ages and backgrounds - a quarter-century of wonder.

Now, we look ahead to the next chapter: **Beyond Wonder.**

This recruitment pack will walk you through everything you need to know, including:

- An overview of our science centre - values, people, mission
- The job description and the kind of skills and experience we’re looking for
- Employee benefits we can offer
- Comments from our team

If you’re passionate about STEM and want to help make science accessible while inspiring the innovators of tomorrow, we can offer a rewarding and meaningful career with excellent growth opportunities – all within an organisation committed to inclusion and diversity.



All About Us.



Dundee Science Centre is an independent charity and lifelong learning resource dedicated to inspiring curiosity, confidence, and connection through science. For over 25 years, we have been at the heart of our community, supporting families, educators, and science professionals to learn, explore, and grow together.

Our Purpose is to bring people together to enjoy science. Through interactive exhibitions, outreach programmes, and festivals, we create engaging, hands-on experiences that inspire people of all ages. Our activities extend beyond our building, reaching communities across Dundee, throughout Scotland, and beyond. Creating opportunities for collaboration between scientists, educators, communities, and the public.

Our Vision is to foster a curious community that is confident and engaged with science. We encourage exploration, discovery, and lifelong learning, helping people develop the confidence to engage with science and understand its impact on everyday life.

Our Mission is to make science accessible. We work to remove barriers to participation, creating inclusive and welcoming experiences that enable everyone to discover, understand, and enjoy science.

Everything we do is guided by our **values**. We are **fun** in creating memorable experiences, **creative** in our approach to learning and engagement, **authentic** in the relationships we build and the science we share, and **caring** in our commitment to supporting our visitors, partners, communities, and each other.

Crucially, we are also supported by the people who visit us - through Gift Aid donations, venue hire, purchases in our coffee shop, and participation in our programmes. Every contribution directly helps us widen access to science for all.



Job Description.

We are looking for a **Stem Development and Fundraising Manager**

Salary: £35,000

Responsible to: Head of Business Development

Responsible for: No direct reports

Contract: Permanent

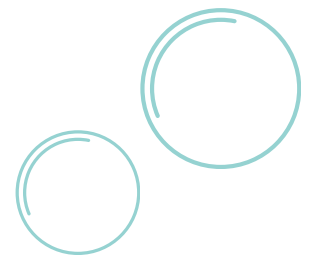
Hours: Full-time (37.5 hours per week, or part-time 30 hours per week considered pro rata)

Location: Dundee Science Centre, 14 Greenmarket, Dundee, DD1 4QB.



Role Purpose

The STEM Development and Fundraising Manager is a pivotal and high-impact role at the heart of Dundee Science Centre's future—driving innovation in income generation, championing our mission, and forging powerful partnerships that bring science to life for communities across Scotland. This is an opportunity to shape how people engage with STEM, ensuring it is accessible, inspiring, and relevant to all.

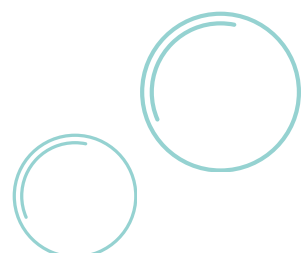


Role Purpose Cont.

Leading the development and delivery of a diverse and ambitious fundraising portfolio, the postholder will cultivate strategic relationships across industry, academia, government, and philanthropy. Working collaboratively with marketing and engagement teams, they will elevate the organisation's profile, amplify its voice, and unlock new opportunities for growth and influence.

As a key connector within Scotland's STEM ecosystem, the STEM Development and Fundraising Manager will position Dundee Science Centre as a trusted, forward-thinking partner—one that delivers meaningful impact through collaboration and shared purpose.

The successful candidate will contribute to the organisation's strategic priorities and play a crucial part in securing long-term sustainability, expanding our reach into communities, and maximising our social, economic, and environmental impact—helping to power the next phase of our growth and ambition.



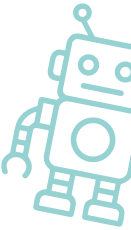
Main Responsibilities

STEM Programme Development

- Work with the Executive Leadership Team to implement the organisation's STEM Engagement Plan, aligned with the 2025-2030 Strategic Plan and organisational priorities
- Grow and diversify formal and informal STEM Engagement Programmes, with inspiring, entertaining and topical STEM themes across all audience sectors.

Fundraising & Income Generation

- Work with Executive Leadership Team to implement the organisation's Fundraising Strategy, aligned with marketing and organisational priorities
- Grow and diversify income across key streams by developing strategic, fundable projects and programmes across:
 - **Corporate partnerships**, particularly STEM-focused organisations seeking brand visibility, talent pipeline development and community impact.
 - **Trusts and foundations**, as well as individual and diaspora philanthropy
- Build and manage a strong pipeline of funding opportunities, from prospecting through to stewardship
- Ensure projects are delivered on time, within budget and in line with funder requirements
- Work collaboratively across teams to ensure alignment with organisational priorities and values.



Main Responsibilities cont.

Stakeholder Engagement & Partnership Development

- Working with the Executive Leadership Team to develop and manage strategic relationships with key stakeholders across academia, industry, government and the third sector, from initiation to stewardship
- Identify and secure partnership opportunities that generate income, enhance profile and expand programme delivery
- Position Dundee Science Centre as a “trusted partner” through collaboration, co-creation and knowledge exchange
- Actively engage local and national STEM networks to strengthen the organisation’s role within the wider ecosystem

Marketing & Profile Raising

- Work closely with marketing colleagues to develop targeted communications and fundraising campaigns with brand, messaging and audience development for funders, partners and supporters
- Contribute to raising the organisation’s profile through storytelling, impact reporting and stakeholder communications

Team Leadership

- Promote cross-team working to integrate fundraising, marketing and programme delivery
- Member of the People Manager Team to support staff development, performance and wellbeing in line with organisational values



Person Specification.

Essential

- Proven experience in fundraising across multiple income streams (corporate, trusts/foundations, public and/or research funding)
- Proven experience creating engaging and interactive STEM experiences across a variety of audiences from curriculum-linked formal learning to public programmes, including shows, workshops and activities.
- Excellent written and verbal communication skills, including developing compelling proposals and cases for support
- A passion for engaging stakeholders and building productive and meaningful partnerships
- Experience contributing to or delivering marketing, communications or profile-raising activity
- Ability to use data and insight to demonstrate impact and inform decision-making
- Exemplify Dundee Science Centre's Values and Behaviours
- Commitment to equity, sustainability and community engagement

Desirable

- Experience of managing staff and leading teams
- Experience within STEM engagement, education, culture or visitor attraction sectors
- Experience of capital fundraising or major project development
- Knowledge of Scottish Government STEM priorities and local authority education agendas



Person Specification cont.

What Success looks like....

- Increased and diversified funding that aligns with Dundee Science Centre's strategic priorities and financial plan.
- Strengthened relationships and co-created opportunities with universities, STEM businesses and community partners.
- Delivery of high-quality, impactful projects—especially those contributing to the future growth of the centre.
- Clear, evidence-backed articulation of Dundee Science Centres impact, enhancing our reputation and supporting future investment.
- A motivated and effective fundraising/projects team contributing confidently to the charity's mission.

This job description outlines the main responsibilities and expectations of the role at the date of preparation. It is not exhaustive and may evolve as the organisation's needs change. The post holder may be required to undertake other duties of a similar level to support Dundee Science Centre's objectives.



Employee Benefits.

In return for your dedication, enthusiasm, and commitment to our values, we offer a salary of £35,000 and you'll receive the following benefits :

- Employer contributory pension scheme
- Flexible working hours
- 33 days Annual Leave
- Employee Assistance Program
- Free onsite parking

How to Apply.

Please follow the link below to upload a current copy of your CV and attach a cover letter outlining why you are the perfect candidate for this role.

STEM Development and Fundraising Manager - Dundee Science Centre

If successful, you will be notified that you have been shortlisted for an interview. **Interviews will take place the week commencing 6th July 2026.**

We will endeavour to reply to all applications - if numbers are high, please bear with us as we are only a wee team!



Come and Join Us!



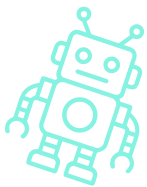
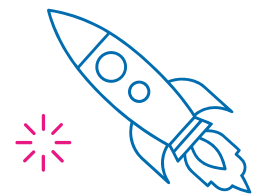
We'd love for you to join our mission of making science accessible to everyone!
Here's what some of our colleagues have to say about working at Dundee Science Centre!

"I enjoy working at the science centre as all the staff are warm and welcoming! There are always lots of fun and interesting things going on!"



"I enjoy working at DSC as I have the opportunity to meet so many new people - I love visiting schools and community events and delivering our STEM offers to local children and families. It is so lovely to see people have fun with science."

"I really enjoy working at Dundee Science Centre because the work is so varied. No two days are the same and I get to meet so many different people that it never gets boring."



"I enjoy working at DSC as I like being able to give back to the community of Dundee. I also feel very respected and valued by management, and that's a biggy for me!"

"It's great to see that the work I do has a big impact on our local community and schools, and is at the forefront of STEM engagement in Tayside."





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Dundee Science Centre is a visitor attraction, charity (SC033272), and lifelong learning resource for the community, here to bring together science and the public.

Registered by the Scottish Charity Regulator (OSCR).

Dundee Science Centre Enterprises Ltd is the trading company for Dundee Science Centre. Both companies are registered in Scotland with individual numbers. Dundee Science Centre: 181709; Dundee Science Centre Enterprises Ltd: 186239. VAT number: GB742903534