Managing Director
The American Associates of the Royal Academy Trust (AARAT)
New York
Up to \$130,000 plus attractive benefits

The Royal Academy of Arts (RA) is one of the UK's foremost arts institutions, best known for our programme of world-class exhibitions including *The Real Van Gogh*, *Anish Kapoor* and *David Hockney RA:* A Bigger Picture. Our vision is to be a clear, strong voice for art and artists. Our public programme promotes the creation, study and enjoyment of art to a wide range of audiences through exhibitions, education and debate. At the heart of the Royal Academy of Arts are the artists, the Royal Academicians, some of the UK's greatest living artists, who lead the organisation.

Founded in 1983 as an autonomous 501(c)3 not-for-profit organisation with an independent board of trustees, for more than 25 years, AARAT has successfully raised the profile and significant financial support for the RA in London. Throughout the year AARAT organise special events exclusively for its members, including artist salons, lectures, trips, gala dinners and private art collection visits. AARAT also organises trips to the RA in London with access to RA private views and intimate artist studio trips.

We are looking for an exceptional Managing Director who will provide the leadership, strategic direction, management, marketing and operational coordination of all AARAT's fundraising activities. You will report to the Chair of the Board of Trustees of AARAT. You will also work closely with the President of the Royal Academy of Arts, Christopher Le Brun and members of AARAT's board, including Lord Davies of Abersoch.

With no funding from the UK public purse, we rely on AARAT to secure significant funding, typically in excess of £2m annually. As such, you will need to create successful fundraising strategies that diversify and expand AARAT's current fundraising activities. You will develop and implement key strategies to substantially grow the membership base and revenues.

This position requires an ability to forge strong relationships with AARAT's valued members and its board of trustees. You will possess exceptional people skills to forge strong and enduring relationships with existing members whilst cultivating prospective members. You must have creative flair to devise an attractive and engaging programme of events for AARAT's members. You will also possess the network of contacts to recruit new Trustees and Ambassadors to AARAT.

To be successful in the role, you must possess strong commercial acumen. Your initiatives and strategies must reflect well constructed business plans and will be subject to regular review to ensure optimum effectiveness. You will provide monthly reporting figures to the Financial Director, also based in London.

This is a standalone role, although working within a shared office space, so to be successful you will need to be self-motivated and a self-starter. You will have at least 7 years' fundraising experience, ideally within a visual arts organisation and share our passion for art.

For a full job specification, please visit: www.royalacademy.org.uk/careers-at-the-ra.

Interested candidates should send their CV and a covering letter, detailing how they meet the criteria, along with their current remuneration package, to recruitment@royalacademy.org.uk.

Closing date for applications: 11 July 2014

Interviews to be held: 2&3 September; second stage w/c 8 September 2014

JOB DESCRIPTION

Job title: AARAT Managing Director Reports to: AARAT Board of Trustees

Director of Finance and Director of Development, Royal Academy of Arts

Main Objective

Manage the daily operations of AARAT, including regular monthly reporting to AARAT Board Trustees and the Director of Finance at the Royal Academy of Arts according to Royal Academy requirements.

Coordinate an engaging programme of fundraising events, working to annual financial fundraising targets which will be mutually agreed with AARAT Trustees and the Director of Development at the Royal Academy of Arts.

Secure grant applications in the US for the benefit of the Royal Academy in London.

Key Responsibilities

- 1. Board Administration and Support
 - Recruit new Trustees and Ambassadors
 - Provide administrative support to the Board and act as the conduit for the flow of information between the Board, Ambassadors and the Royal Academy
 - Coordinate Volunteers as necessary
- 2. Program, Produce and Service Delivery
 - Review, design and re-establish AARAT's offer and purpose in New York
 - Design and deliver AARAT's program, products and services ensuring a consistently high quality, including several high profile fundraising events each year
 - Coordinate effective and positive marketing and promotional activity
 - Focus on the RA education agenda and maximise its fundraising potential
 - Regularly review and evaluate the progress of the programme to ensure maximum effectiveness
- 3. Financial, Tax, Risk and Facilities Management
 - Working with the Director of Finance and Director of Development at the Royal Academy, evaluate the financial imperatives of AARAT in order to create a robust and self-sustaining business model for the charity moving forwards
 - Work with a local book keeper to prepare an annual budget, together with quarterly reforecasts in line with a reporting timetable to be agreed with the Director of Finance and monthly reporting to be received no later than the 7th of the month following
 - Apply a prudent approach to expenditure, remaining within agreed budget/reforecast and ensure robust internal controls and procedures are in place and adhered to for all transactional processing activities
 - Provide monthly management accounts, including an income and expenditure
 account, balance sheet and cash flow statement, together with an analysis and
 explanation of any variances to budget / reforecast in a format to be agreed with the
 Director of Finance. In addition, to provide bank reconciliations and supporting bank
 statements for the bank account balances to be received with the monthly
 management accounts no later than the 7th of the month following.

4. Fundraising Activities

- Create an exciting new membership proposition for AARAT which renews lapsed members, retains current and recruits new members across a wider demographic
- Design high quality events to further promote the charity and secure a wider membership
- Submit all proposals (detailing all costs and likely income) to both Trustees and Director of Development and Director of Finance at the Royal Academy of Arts for approval

5. Human Resource Management

- Adhere to HR legislation according to US territory
- Keep up to date with changes in HR related legislation and ensure AARAT is compliant at all times

6. Community and PR

- Assure the organisation and its mission, programmes, products and services are consistently presented in a strong, positive image to relevant stakeholders and prospective members
- 7. Undertake any other duty, which may reasonably be allocated by the AARAT Board of Trustees or Directors at the Royal Academy of Arts
- 8. Ensure that Health & Safety policies, procedures and regulations are known, understood and complied with by you, and any contractors, suppliers and all others who work with AARAT.

Qualifications and required skills:

- 1. Bachelor's degree or equivalent is required
- 2. Outstanding interpersonal skills, to gain trust and confidence with the Board of Trustees and key staff at the RA, and forge strong and lasting relationships with AARAT members
- 3. Minimum of 7-10 years' of related work experience in development, ideally with membership and events experience
- 4. Existing network of philanthropic contacts sympathetic to the arts
- 5. Proven success in providing strategic direction, leadership and daily management of fundraising initiatives, resulting in improved performance and increased philanthropic revenue
- 6. Ability to direct and successfully manage multiple projects simultaneously under tight deadlines and budgets
- 7. Self-motivated and a self-starter, able to work with limited direction and supervision

- 8. Must possess creative flair, to design engaging programme of events and fundraising activities
- 9. An effective communicator who is articulate and persuasive in writing as well as verbally; adept at crafting proposals, donor correspondence and other materials
- 10. Experience in and full understanding of use of AARAT database to further fundraising needs. Computer literacy and internet familiarity required
- 11. Demonstrated skill in planning, prioritising, organising and following through. Able to apply strategic and creative thinking, while being persistent and motivate, along with the ability to work in a detail-oriented fashion
- 12. Sound commercial acumen, able to build robust business cases for all activities and provide detailed monthly reporting to the Director Finance in London.