

**Project Giving Administrator
Development Department
£20,000 plus attractive benefits**

The Royal Academy of Arts is one of the nation's treasures. It occupies a unique position in being an independent, privately funded institution led by eminent artists and architects. Its public programme promotes the creation, study and enjoyment of art to a wide range of audiences through exhibitions, education and debate.

We are looking for a dynamic and confident individual to provide comprehensive administrative support to the Project Giving team. The team generates income from the corporate membership programme and sponsorship, trust and individual fundraising for exhibitions, the learning programme and the RA Schools.

The successful candidate will have relevant administrative experience and strong computer literacy, with a keen interest in forging a career in arts fundraising.

You will be presentable and articulate with excellent written and oral communication and well-honed organisational skills. A strong team player, you will be adept at building rapport and fostering strong working relationships internally and externally. A knowledge of, and an active interest in, the visual arts is essential.

Candidates must complete an application form to be considered for this position. You will find our application form in the ***How to Apply*** section of the Careers page on our website: www.royalacademy.org.uk/careers

Closing date for applications:	30 November 2014
Interviews to be held:	9 & 10 December 2014

JOB DESCRIPTION

JOB TITLE: Project Giving Administrator
DEPARTMENT: Project Giving, Development
REPORTS TO: Head of Project Giving

MAIN OBJECTIVES

To assist the Head of Project Giving (HPG) and the Corporate Membership Manager (CMM) (CMS) and Sponsorship Manager (SM) in the delivery of all corporate membership and sponsor benefits and in maintaining successful and positive supporter relationships.

MAIN DUTIES

1. Act as the main point of contact for all enquiries/queries (telephone, email, voicemail, correspondence, visitors); answer, provide or exchange information by phone or email, take messages and direct queries to appropriate colleagues of Project Giving team.
2. Under direction, write/draft renewal letters to corporate members and thank you letters to sponsors.
3. Coordinate the planning, delivery and administration of Corporate Board meetings, sponsorship update meetings and meetings as requested by HPG and CMM. Duties include; organise meeting dates, room bookings, order refreshments, prepare agendas, take minutes and maintain follow-up and interim communications.
4. Issue, record, process and file invoices related to corporate members and sponsorship and ensure these are promptly sent to the Finance Department to be processed for payment.
5. Monitor and track corporate membership and sponsorship expenditure and provide regular reports to the CMM, SM and HPG.
6. Undertake strategic research and produce evaluation reports for corporate Members and sponsors on schedule.
7. Nurture and develop relationships with corporate members; contact and meet with corporate members on a regular basis and offer specific opportunities such as early morning visits, talks/slide shows and behind-the-scene tours. Organise all associated administration arrangements for these events.
8. Work closely with the Database Manager and Events team to manage guest lists for corporate member events including; Private Views, Opening Receptions and cultivation events.
9. Organise and attend Project Giving events, including early morning and evening private views. Provide all administrative and organisational support in the running of events.
10. Assist in the production and design of promotional materials relating to membership including tickets, corporate membership posters, e-fliers and e-newsletter, liaise with internal departments including Marketing, Exhibitions, Events as required.
11. Track tickets issued by Box Office to monitor attendance at exhibitions.

12. Effectively and proficiently use the Development database (Raiser's Edge) to track all contact with corporate members and sponsors, update records. Work with other members of the team to input relevant information.
13. Assist SM to track and deliver all supporters' benefits to agreed deadlines. This includes; crediting, invitations, free tickets and catalogues (and mailing out specific items to supporter contacts where relevant); event date bookings and any educational requirements.

General

1. Work closely with the broader Development team and RA Departments to develop strong working relationships to ensure internal projects are processed efficiently and within agreed timeframes.
2. Work closely with the Web Editor to ensure all corporate and sponsor donors are accurately accredited on the RA Website.
3. Assist New Business Manager in the production of new business materials and liaise with the in-house and external Graphic Designer.
4. Ensure that Project Giving brochures are kept up to date and in stock.
5. Organise all stationery for the department and ensure that printers, binding and fax machines are all well maintained and fully functional. Liaise with the IT department with any technical issues;
6. Comply with all relevant health & safety policies, procedures and regulations and takes appropriate and reasonable care for the safety of colleagues and visitors to the Academy.
7. Undertake any other duty that may reasonably be allocated by the Head of Project Giving or other senior officers.

PERSON SPECIFICATION

KNOWLEDGE, SKILLS & EXPERIENCE

- Strong office-based administrative experience gained in a fundraising environment, ideally in an arts or charitable institution
- Excellent interpersonal skills to build close working relationships with colleagues and external agencies. Presentable, friendly and confident with an approachable manner
- First class command of English, written and oral communication skills; ability to draft/write letters, deal with telephone calls/messages, e-mails etc.
- Fully IT literate and confident of using all the tools available through a PC including databases. Knowledge of Raiser's Edge database system, Adobe InDesign or Adobe Creative Suite Packages would be an advantage
- Methodical approach to work to ensure accurate information is maintained in office, on website and distributed throughout the RA and to external agencies
- Excellent organisational skills with a flexible and proactive approach to work and the ability to work to deadlines whilst prioritising a varied workload
- Willingness to work as a team member initiating and building on ideas, prepared to see tasks to completion
- Experience of effective co-ordination of meetings and events, logistical requirements, booking rooms etc.
- Previous experience of producing comprehensive, accurate and high quality meeting minutes
- Data driven and have a numerate approach with ability to gather and present information and compile reports and make recommendations
- Active interest in, and knowledge of the visual arts and a good knowledge of the Royal Academy preferred.