

Executive Assistant to the Director of Development
Development Department
£28,000 plus attractive benefits

The Royal Academy of Arts is an independent charity that receives no government funding. We rely on the generosity of our Friends, Patrons and corporate supporters to ensure our sustainability.

As we approach our 250th anniversary in 2018, we are embarking upon a series of major investments that will transform our physical and digital infrastructure and our public offer. This includes an ambitious 'Masterplan', which will see the redevelopment of our 2.5 acre campus in Mayfair. It will unite our two buildings; provide refurbished galleries, a state-of-the-art auditorium, a new learning centre and a dedicated Collections gallery.

The Development team are responsible for fundraising to support the Masterplan. Much of the funding is already in place, with grants secured from major trusts and individuals. We are on track to reach the biggest fundraising target in the Royal Academy's history.

An exciting opportunity has arisen for an exceptional individual to act as a trusted aide to the Director of Development and provide full administrative support to ensure the smooth running of her office.

You will have prior experience in a Personal Assistant or Senior Administrative role, ideally within a fundraising environment. Polished and professional with excellent communication skills, you will act as the friendly and welcoming first point of contact for the Director's broad network of individuals and organisations.

Supremely well organised, you will be able to work at pace, unsupervised and use your initiative. The role will include complex diary management and travel arrangements, meeting logistics, preparation of agendas, formal minute-taking, drafting papers and responses, along with routine filing and record-keeping. You must therefore be highly IT literate, a fast and accurate typist, with first class drafting skills and impeccable attention to detail. Experience of using Raiser's Edge is desirable.

Discreet, loyal, diplomatic, flexible and approachable, this position requires someone with excellent interpersonal skills to build and sustain strong working relationships with colleagues and Royal Academy stakeholders.

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

Closing date for applications:
Interviews to be held:

17 December 2014
8 & 9 January 2014

JOB DESCRIPTION

JOB: Executive Assistant

Department: Development Department

Reports to: Director of Development

MAIN OBJECTIVE

Provide a comprehensive secretarial and administrative service to the Director of Development in the management and operation of the department.

MAIN DUTIES

1. Provide an effective secretarial/PA service: including typing, filing and photocopying of reports, correspondence, etc. and maintaining a well-ordered and secure system for the efficient retrieval of information relating to the work of the Director.
2. Act as first point of contact for all enquiries/queries (telephone, e-mail, voicemail, correspondence, visitors) to the Director's office.
3. Answer/make telephone calls/e-mails/take messages and ensure prompt transfer, as required. Draft/prepare or answer correspondence on behalf of the Director.
4. Process incoming and outgoing mail, answer straightforward enquiries or judging when to forward to other individuals/departments; chases for information as required.
5. Ensure Director is informed of all deadlines and report submissions for internal and external meetings and facilitate the submission of relevant information.
6. As and when required, collate research and input from within Development and draft reports/provide skeletal content for Director of Development
7. Update and maintain Raiser's Edge (RE) database records and record new actions (meetings and correspondence) on behalf of the Director.
8. Organises Director's diary: suggest arrangements - check and confirm, organise meetings and makes all necessary and associated arrangements; ensure Director has all necessary papers for meeting in good time for preparation;
9. Responsible for the preparation and organisation of formal committee meetings, as well as any meeting called by the Director of Development, i.e. Development Wide Meeting. Provide associated documentation, make room bookings, draft agendas, attend meetings and take minutes/notes, transcribe notes and ensure accurate minutes for agreement, circulate and take all follow-up actions.
10. Co-ordinate and organise Director's travel arrangements: hotel reservations, travel tickets, itineraries, resolves problems, records details all as necessary.

11. Meet, greet and welcome visitors for the Director. Provide refreshments, show visitors around the Academy exhibitions, all as required. Organise private visits for potential supporters.
12. Processes Director's expenses and invoices accurately and on a regular basis – in accordance with Finance Department's deadlines.
13. Manage the DDI budget and track expenditure relating to the Director of Development, code invoices, process bank statements, claim petty cash and order foreign currency as and when required.
14. Maintain up-to-date files on performance and statistics of Department finances
15. Maintains/establishes appropriate office systems: paper and IT files, message books, bring-forward systems, diaries, office records, financial records, stationery supplies etc.
16. Undertake any other duty which may reasonably be allocated by the Director.

PERSON SPECIFICATION

Essential qualities and skills

- Previous Executive/Personal Assistant experience, ideally in a Development Department or similar institution
- Able to treat all matters with absolute confidentiality, integrity and discretion
- First class interpersonal skills, diplomatic, friendly and approachable
- Strong drafting skills, first class written English
- Supremely well organised, a strong project and time manager and logistician
- Proactive rather than a reactive approach to work, able to plan into the future and pre-empt problems early and identify solutions
- Able to work without supervision and demonstrate initiative
- Close attention to detail
- Experience of Raiser's Edge
- Highly proficient with Word, Excel and PowerPoint
- Well-presented, polished with an excellent telephone manner
- An interest in the visual arts