

Database Assistant (6 month fixed term contract)
Development Department
Up to £24,000 per annum pro-rated, plus attractive benefits

The Development Department at the Royal Academy plays a vital role in the success and growth of the Royal Academy of Arts as a dynamic and independent institution, and our database, Raiser's Edge, is a crucial tool in ensuring that accurate fundraising data is available for the team.

We are looking for an experienced Database Assistant to work with the existing team for a period of six months, assisting in the day-to-day administration of the database and supporting colleagues in using it effectively.

Experience in using Raiser's Edge is essential, and you will be writing queries, producing reports, extracting data and data cleaning, as well as providing a helpdesk service and training for colleagues within the department.

First class accuracy and close attention to detail is paramount as are good interpersonal and communication skills.

To apply please send your CV and cover letter to recruitment@royalacademy.org.uk

Suitable candidates will be invited for interview within 10 days.

JOB DESCRIPTION

Title: Database Assistant (6 month fixed term contract)
Department: Development Department
Reports to: Database Officer

OBJECTIVES

Assist the Database Manager & Database Officer in the day-to-day administration of the Development Department's database (Raiser's Edge); ensuring accurate data is available to all colleagues in a timely manner. Optimise usage of Raiser's Edge as a fundraising tool.

Provide on-the-job training and help desk support to colleagues across the department.

MAIN DUTIES

1. Maintain full and accurate system administration, create user profiles and their access rights, and manage system tables and codes.
2. Ensure integrity of all new and existing data is maintained and manage systematic programme of data cleaning.
3. Provide training and help desk support/service to all Raiser's Edge database users.
4. Work closely with the Database Officer to compile and manage new and existing data entry protocols.
5. Ensure fundraising and marketing approaches and responses, constituency codes and membership types are accurately recorded.
6. Provide reports, queries and guest lists for colleagues across the department.
7. Maintain and assist with departmental mailings and mailing schedule.
8. Manage monthly financial reconciliation in conjunction with the Finance department.
9. Run regular financial processes for the Friends team and produce monthly gift aid claims for submission to Inland Revenue & Customs.
10. Produce accurate and timely data extracts and list orders, undertake de-dupes, imports and mailsort exercises.
11. Run monthly and quarterly updates for 3rd party bank and address processing software
12. Undertake any other duty which may reasonably be allocated by Database Manager or other senior staff.

PERSON SPECIFICATION

- Fully PC literate with sound knowledge of MS Suite, with particular emphasis on knowledge of relational databases
- Sound knowledge of Raiser's Edge, with strong practical experience in data input and manipulation is required
- Experience of data extraction and producing mailings
- Attention to detail and accuracy
- Comprehensive knowledge and experience of data cleaning methods to ensure data integrity
- First class interpersonal skills to build close working relationships with colleagues. Presentable, friendly and confident with an approachable manner
- Experience gained in a fundraising or direct marketing environment would be an advantage
- Knowledge and experience of processing gift aid claims would be an advantage
- Knowledge of the Data Protection Act would be an advantage
- Strong organisational skills with a flexible approach to work with the ability to work to deadlines whilst prioritising a varied workload
- Proactive in approach and resourceful
- Analytical and methodical approach to problem solving
- Good team player
- An interest in the visual arts and architecture and commitment to the objective of the Royal Academy