

Capital Campaigns Administrator
Development Department
£20,000 plus attractive benefits

We are looking for an experienced Administrator to join the Capital Campaigns Team. In the run up to the RA's 250th anniversary, this is an exceptional opportunity to join the Academy at a pivotal moment and to support one of the most significant capital campaigns in the UK.

Well organised and professional, with first class communication skills, you will provide comprehensive support to our Capital Campaign team, including the Chairman of the Appeal Committee.

You will be a strong administrator with excellent organisational skills. With an eye for detail, you will possess a flair for producing high quality written communications, including minutes, fundraising literature and reports. You will be highly computer literate, numerate and a confident user of Excel. Existing experience of Raisers' Edge is preferred.

You will be professional, socially confident and able to work with staff, donors and volunteers at all levels. You will have a desire to pursue a fundraising career in the arts and a commitment to the mission and objectives of the Royal Academy of Arts.

Candidates must complete an application form to apply for this post. 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: 9 July 2015
Interviews to be held: 28 and 29 July 2015

JOB DESCRIPTION

Job: Administrator, Capital Campaign

Department: Development

Reports to: Trusts & Grants Manager

MAIN OBJECTIVE

To provide comprehensive secretarial and administrative support to the Capital Campaign team, the Burlington Appeal Committee (BAC) and its Chairman.

MAIN DUTIES

- 1 Act as first point of contact for all enquiries/queries (telephone, e-mail, voicemail, correspondence, visitors) to the Capital Campaign Office; answer, provide or exchange information, take messages etc.
- 2 Administrative support to Capital Campaigns team – to include:
 - attend prospect planning meetings, noting actions for prospects
 - collate and prepare Capital meeting papers in a timely manner
 - receive and sort incoming post
 - book meetings
 - maintain and further improve efficient appropriate office systems for filing etc.
 - liaise with Academy departments/staff, as appropriate
 - greet visitors and on occasion, conduct site tours of Burlington Gardens, Burlington House and the RA Schools
 - draft correspondence.
- 3 Burlington Appeal Committee (BAC) and Chairman:
 - maintain Chairman's diary
 - prepare agenda and papers in conjunction with Chairman
 - circulate agenda and papers
 - book room and refreshments, as required
 - attend meetings to take minutes
 - transcribe minutes to final draft stage
 - circulate minutes once agreed and ensure action points are met.
- 4 Maintain all Raisers' Edge (RE) donor database records. Enter actions (meetings and correspondence) and gifts on behalf of the Capital Campaign team.
- 5 Support and attend Capital Campaign Team events and activities, including breakfasts, dinners and special events, as required.
- 6 Liaise with Events, Research & Database teams to ensure time frames and events logistics are met, including preparation of guest lists, briefing notes and draft speeches.

- 7 Manage Capital Campaign income, working closely with Finance and Estates representatives. Process gifts; accurately code and record income on Raisers' Edge; and report all gifts and donations to Capital Campaign team and other relevant Royal Academy staff.
- 8 Maintain and monitor Capital Campaign team financial budgets and expenditure, working with the Deputy Director of Development (Capital Campaign & Patrons) and Burlington Appeal Manager.
- 9 Co-ordinate and organise Chairman and team's travel arrangements: hotel reservations, travel tickets, itineraries, resolve problems, record details all as necessary.
- 10 Update and ensure ready availability of relevant Burlington Appeal presentations and marketing literature.
- 11 Support Burlington Appeal Manager in development of Capital Campaign communications.
- 12 Keep status reports up to date, to ensure information on fundraising targets and naming opportunities is readily available.
- 13 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.
- 14 Undertake any other duty which may be allocated by the Deputy Director or other senior officer.

PERSON SPECIFICATION

- Degree educated or equivalent
- Excellent command of English, concise and clear drafting skills
- Desire to pursue a career in the arts sector
- A strong administrator with a range of experience of administrative, office-based work including diary management, coordination of meetings, travel requirements, itineraries, booking room/venues, refreshments, etc.
- Computer literate: highly competent in all MSOffice applications with excellent keyboard and word-processing skills including knowledge of spreadsheets and some understanding of databases (experience of using Raisers' Edge database an advantage)
- Highly numerate, able to work closely with colleagues in Finance

- Experience in budget/expenditure monitoring – able to provide summaries and record data accurately in Excel and Raisers' Edge
- Adept with collating frequent reports (progress updates, project status etc.)
- Professional telephone manner
- Problem solver, forward planner, detail orientated
- Project manager, able to multi task and meet demanding deadlines
- Sound commercial judgement
- Professional and socially confident with first class communication skills to build strong working relationships internally and externally
- Methodical, accurate worker – good eye for detail
- Flexible and pro-active approach to work; willingness to work as a team member initiating and building on ideas, prepared to work to deadlines and see tasks through to completion
- Interest in art and an enthusiasm for and commitment to the aims and objectives of the department and the Royal Academy.