

**Development Manager**  
**Development Department**  
**Up to £33,000 plus attractive benefits**

The Royal Academy of Arts is going through its most radical development in its 246 year history. In 2018 (our 250<sup>th</sup> Anniversary) we will open a brand new building, a campus uniting Burlington House on Piccadilly with Burlington Gardens. This will include a brand new suite of galleries, new Education centre and a 300 seat auditorium. We will be a 2.5 acre site in the centre of London dedicated to the exhibition, creation and debate on the arts.

With much of the funding already in place and grants secured from major trusts and individuals, there is still a lot of work to be done. We are looking for an exceptional, innovative and enthusiastic fundraiser who is capable of taking on solicitation of gifts from trusts, major donors and the public. Accustomed to working with multiple stakeholders (from senior staff to trustees) and experience of working with trusts, individual givers and the public you will find the role and your team mates to be rewarding. With the vision and medium term strategy in place we need a colleague who is ambitious and willing to help us reach the biggest fundraising target in the Royal Academy's history.

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.

**Closing date for applications: 22 June 2014**  
**Interviews will be held: w/c 30 June 2014**

## **JOB DESCRIPTION**

**Job:** Development Manager – Capital & Major Gifts  
**Department:** Development  
**Reports to:** Deputy Director – Capital Campaign & Major Gifts

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### **MAIN DUTIES**

#### **Raising Income**

1. To secure large scale capital expenditure funding from private, corporate, institutional trust, foundations, livery companies, lottery funding bodies and private individuals.
2. To play a key role in the public appeal for the Royal Academy of Arts – scheduled for 2015
3. In consultation with key RA personnel, undertake the preparation of multiple funding applications. Where necessary organising visits, presentations, meetings, visual materials necessary to increase potential of securing funding.
4. Research and cultivate new potential donors: trusts, foundations, livery companies, lottery funding bodies and private individuals.
5. Maintain 'good-practice' relationships with funders and donors, including the submission of regular reports, accounts, invitations to talks, tours, projects, workshops, private views, etc.
6. Report to the Deputy Director on income and expenditure budgets as requested.

#### **Strategy Development and Budgeting**

7. Implement the agreed strategy for maximising grants and donations for capital expenditure.
8. Maintain and capital campaign database.
9. Take responsibility for collating information on RA capital projects.
10. Work closely with the existing Trust & Foundations Manager, Burlington Appeal Manager and with the Chairman of the Appeal Committee in order to fulfil objectives.
11. Work with the Deputy Director to identify overlaps between trusts and foundations and individual prospects or funders.
12. Where appropriate, organise events specifically for donor portfolio and liaise with the Events Team as necessary.

#### **General**

13. Take responsibility for own administration, devise and implement appropriate processes and procedures to achieve agreed targets.

14. Comply with all relevant Health & Safety policies, procedures and regulations and take appropriate and reasonable care for the safety of colleagues and visitors to the Academy.
15. Undertake any other duties which may reasonably be allocated by the Deputy Director or other senior officers.

*This is not an exhaustive list of duties; you are expected to carry out other activities that are within the scope of the role.*

## **PERSON SPECIFICATION**

### **Knowledge and Experience**

- Educated to degree level or above
- At least 3 years' experience of trust fundraising, ideally in the charitable giving sector
- Proven track record of raising income to target
- Experience of securing five and six figure gifts
- Experience of devising and maintaining budgets

### **Qualities and Skills**

- Excellent written and presentational skills – both articulate and fluent
- Excellent interpersonal and communication skills: socially confident, diplomatic and with advocacy skills. Able to manage external contacts, forge strong links and encourage interest, a relationship builder
- Ability to gather and present information, compile reports, make recommendations, set realistic timetables, to monitor progress, resolve difficulties and ensure plans are fully and successfully implemented
- Ability to translate agreed strategy to achieved objectives
- A team player: sharing and building on ideas, ability to take the lead on occasion as well as joining and supporting other initiatives
- Well organised and efficient administrator: able to co-ordinate own work programme, establish appropriate priorities, undertake own administrative work
- Computer literate: knowledge of Raisers Edge database system an advantage
- Able and willing to work flexible hours
- An active interest in the visual arts and a commitment to the aims and objectives of the Royal Academy