

**Legacy Manager**  
**Development Department**  
**Up to £32,000 dependent upon experience, plus attractive benefits**

The Royal Academy of Arts is one of the UK's leading arts institutions, dedicated to the making, exhibiting and debating of art. Our recent blockbusters include Degas, Manet, David Hockney and, currently, Sensing Spaces, all of which would not have been possible without the work of the fundraising team. The team plays a vital role in the continued success of our world renowned institution and there is the now an opportunity for a talented and experienced Legacy Manager to join us.

You will have extensive experience of identifying, recruiting and working with new legacy prospects and knowledge of legislation and regulation governing legacies, ideally holding a Certificate in Charity Legacy Administration. You will possess strong commercial acumen, with a proven track record of meeting and achieving targets.

You should be highly articulate, with first-class written and oral communication skills. The ability to build strong and lasting relationships with our supporters is key. A sound understanding of IT and database skills, preferably Raiser's Edge, to regularly communicate to members of the programme, is essential.

You will have a flexible approach to work and be able to thrive in a busy and demanding environment. An interest in and knowledge of visual arts and the activities of the RA is preferred. You will have plenty of opportunities to work closely with other fundraising colleagues and participate in the many events and activities of the RA.

For an application please form see the 'How to apply' section of our website.

Suitable candidates can expect to be invited to interview within a week of their application.

## **JOB DESCRIPTION**

**Title: Legacy Manager**

**Department: Regular Giving, Development Department**

**Reports to: Deputy Director of Development, Regular Giving**

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### **MAIN OBJECTIVES**

- To develop and maintain the Legacy giving programme and strategy
- To develop relationships with legacy pledgers and contacts and administer bequests
- To manage the organisation and administration of all Independent Funds

### **MAIN DUTIES**

#### **Legacies**

- In conjunction with the DDRG, plan and manage the delivery of the RA legacy giving programme.
- Identify new prospects from internal sources (other Development teams, Friends and Patrons base, Royal Academicians, existing contacts, Alumni and senior volunteer contacts) and coordinate and monitor the cultivation of these prospects to become legacy pledgers.
- Provide an efficient and personal line of communication for all Legacy pledgers and contacts and be the main point of contact and liaison.
- Liaise with the Research Manager to identify additional sources of new prospects for legacy giving.
- In liaison with the Development Marketing Manager develop a new legacy brand and marketing campaign for prospects and a further communications plan for pledgers and contacts.
- Plan, implement and attend all legacy events and activities - tours, talks, private views etc.
- Ensure knowledge of legislation surrounding legacy gifts is continually up to date.
- Complete all administration on receipt of legacy gifts and ensure all gifts to the RA are received within the law.

#### **Endowment & Development**

- Ensure that all information held about the operation and status of each fund is correct.

- Be the main point of contact for trustees related to the Independent Funds. Liaise with all trustees of funds to keep them updated on developments & report on funds as per timetable.
- Arrange and coordinate all meetings and events necessary to the running of funds.
- Ensure the correct financial information is recorded for receipts and expenditure.
- Ensure that all payments made are compliant with the correct procedure as outlined by each individual fund.
- Report on a regular basis to RA Trustees on the performance of all funds.
- Manage all matters relating to donation boxes across the site including reporting and allocation of funding.

### **General**

- Monitor income & expenditure results against targets and report to DDRG on a regular basis.
- Ensure as much revenue as possible is received in a tax-efficient way for the RA and ensure own knowledge of tax-efficient giving requirements and schemes is up-to-date.
- Use the Development database (Raisers' Edge) to track all approaches, donor agreements, benefit delivery and events management. Ensure that all members of section input relevant information to Raisers' Edge.
- Ensure own knowledge of the RA and its activities and programmes is comprehensive through attendance at required internal meetings and regular liaison with all RA departments.
- Take responsibility for own administration. Devise and implement appropriate processes and procedures to achieve agreed targets.
- Promote the profile of the department by assisting the DDRG and other senior officers at events, as required.
- Undertake any other duty, which may reasonably be allocated by the DDRG or another senior officer.

## **PERSON SPECIFICATION**

- Relevant experience of legacy programmes and working with prospects and legacy pledgers – preferably gained in the charitable sector.
- Up-to-date knowledge of legislation and regulation governing legacies, preferably holder of Certificate in Charity Legacy Administration (CiCLA) or equivalent qualification.
- Excellent interpersonal and communication skills: socially confident, diplomatic and advocacy skills – to build relationships with prospects and legacy pledgers.
- Computer literate, including a good knowledge of database applications – particularly specialised systems designed to complement legacy and fundraising: knowledge of Raisers' Edge database system an advantage.
- Strong commercial acumen.
- Ability to gather and present information, compile reports, make recommendations, set realistic timetables, monitor progress, resolve difficulties and ensure plans are fully and successfully implemented.
- Experience of organising events: planning, management, logistics and implementation.
- Experience of budget monitoring and contributing to developing forecasts.
- Able to work positively in a target driven environment.
- Flexible approach to work and prepared to work long hours to achieve agreed deadlines within tight schedules and under pressure.
- Likely to thrive in working in a demanding and fluid environment where requirements are unpredictable and prone to last minute changes.
- Active interest in, and knowledge of, the visual arts, architecture and the activities of the RA.