

Patrons Manager
Development Department
Salary £27,000 plus attractive benefits
Part time: 3 days per week, one year fixed term contract (maternity cover)

About the Royal Academy of Arts

The Royal Academy of Arts is going through its most radical development in its history. In 2018 (our 250th 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. The Development Department plays a vital role in our success and growth as a dynamic and independent institution.

Patrons at the Royal Academy of Arts

Our history is a distinctive one and it was the support of a Patron nearly 250 years ago which enabled the RA to be founded. To this day Patrons continue their support contributing over £1,000,000 annually. In exchange Patrons are provided with an exclusive programme of events organised by the Patrons team. Inspired by the exhibitions in the galleries and including interaction with the Academy's artists, Royal Academicians and RA Schools students, Patrons' events also include visits to the best private collections London has to offer, artist's studios and galleries.

The Keeper's House and Academicians' Room

Tucked in the corner of our courtyard, the Keeper's House offers delightful space for artists and art-lovers in the heart of Mayfair. The Academicians' Room is our private members club within the Keeper's House at the Royal Academy of Arts where members can enjoy wonderful food, drink and conversation away from the crowds.

About this role

As well as managing the Keeper's House event programme, you will work across the different areas of development to cultivate and expand individual Patrons' engagement with the RA with the aim of maintaining current numbers while encouraging new individuals to join the scheme.

You will find the work and interaction rewarding, whilst being a member of a friendly and stimulating team responsible for one of the most sought after Patrons programmes in London. Additionally this role includes programming for a monthly event to be organised in the Keeper's House with the aim of retaining and recruiting members for the Academicians' Room membership.

About you

You must have extensive experience of identifying, recruiting and delivering benefits to Patrons (within an arts setting/environment) with excellent knowledge of the London and international contemporary art scene.

You will be able to quickly forge strong relationships with the Academy's supporters. Socially confident, articulate and persuasive, you will have excellent presentation and organisational skills with a thorough knowledge of budget management. You will be comfortable working to targets.

Well-honed IT skills together with database knowledge (preferably Raiser's Edge) are essential.

Apply

You must fill in an application form to apply for this role. Please see the 'How to apply' section of our website <http://www.royalacademy.org.uk/careers-at-the-ra>

Closing date for applications: 21 July 2015 (midnight)

Interviews to be held: 30 & 31 July 2015

JOB DESCRIPTION

Title: Patrons Manager
Department: Philanthropy, Development Department
Reports to: Head of Patrons

MAIN OBJECTIVES

- To identify, cultivate and recruit individuals for Young Patrons of Royal Academy Patrons and support the cultivation of recruitment of all other Royal Academy (RA) Patrons Groups
- To develop strong and enduring relationships to ensure high retention, yield and income targets are met.
- To retain and increase membership numbers and work to defined targets.
- To organise an event a month for the Keeper's House Programme.
- To work cooperatively within the Philanthropy team and across the Department to ensure the smooth flow of communications and information and appropriate support is given to ensure the achievement of the overall Development Department targets.

MAIN DUTIES

1. In conjunction with the HoP and the other Patrons Managers, manage the cultivation and recruitment of new Patrons.
2. Identify new Patron prospects from internal sources including the Friends database, existing and senior Volunteer contacts, and co-ordinate and monitor the cultivation and recruitment of these contacts.
3. Act as the main point of contact for specified Patron Chair and Committee Members. Co-ordinate the planning and delivery of committee meetings and follow up actions.
4. Work closely with the other Patrons Managers to identify prospects specific to all Patrons sub groups where appropriate, including the Contemporary Circle, RA Patrons, Benjamin West Group, Schools Patrons, Young Patrons and Japanese Committee of Honor.
5. Undertake strategic research, planning and delivery of the Patrons' programme of internal, external, cultivation and international programme of events and provide input and support of all other Patrons events as may be appropriate.
6. Nurture relationships with Patrons to identify individual ability to upgrade current memberships and match their interests to specific projects, in liaison with the Sponsorship, Capital and Friends teams.
7. Work closely with the HoP to oversee the reporting schedule for Patrons budgetary performance, [including new, upgrading lapsed and downgrading Patrons].
8. Working with the Keeper's House team to organize an event each month, unique to the Academicians' Room schedule and complimentary to the current programming schedule across the wider RA.

9. Ensure all activity remains fully compliant of HMRC Gift Aid legislation, and effectively research and communicate any subsequent changes.
10. Work with the team to consider how Patrons might strategically benefit the overall capital campaign.
11. Ensure all Patrons' financial and cash handling processes are consistent with and conform to the overall Patrons standard operating procedures.
12. Effectively and proficiently use the Development Database (Raisers' Edge) to track all approaches, donor agreements, benefit delivery and events management. Work with other members of the team to input relevant information into the system.
13. Ensure own knowledge of the RA and its activities and programmes are comprehensive through attendance at required internal meetings and regular liaison with all RA departments.
14. Represent the Patrons' programme and the RA, organise relevant Patron Committee meetings and work closely with the Chairs of these groups to meet targets.

General Duties

1. Conform to departmental systems for information, communication and financial management.
2. Take responsibility for own administration, devise and implement appropriate processes and procedures to achieve agreed targets.
3. Promote the profile of the Department by assisting the HoP or other senior officers, at events.
4. To adhere to all H&S policies.
5. Undertake any other duty which may reasonably be allocated by the HoP or other senior member of staff.

PERSON SPECIFICATION

- Excellent knowledge of the London and international contemporary art scenes.
- Up-to-date knowledge of HMRC Revenue & Customs rules on tax efficient giving.
- Comprehensive knowledge of the Royal Academy of Arts and its various activities.
- Excellent interpersonal and communication skills: socially confident, diplomatic, with strong advocacy skills – to build solid and enduring relationships with patrons and potential patrons.
- Highly computer literate; with specific knowledge of database applications – particularly specialised systems designed to complement patron/membership schemes and income generation. Knowledge of Raisers' Edge database system would be an advantage.
- 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.
- Strong project management skills, well organised and an excellent administrator.
- Demonstrable experience of fundraising and sales and marketing.
- Experience of working with Patrons/High level donors and/or a membership scheme within the arts or charitable sectors.
- Experience of budget monitoring and contributing to financial forecasting.
- Experience of events and their management, including strategic research and implementation.
- Experience of working with boards and committees would be advantageous.
- Experience of dealing with UK and International senior volunteers.
- Ability to work in a target driven environment and achieve results.
- Adaptable and flexible approach to work to achieve agreed deadlines within tight schedules and under pressure.
- Ability to thrive in a demanding and fluid working environment where demands and requirements are unpredictable and prone to last minute changes.
- Active interest in, and extensive knowledge of the visual arts and architecture.