



## MAJOR GIFTS ADMINISTRATOR

**DEPARTMENT:** Development  
**REPORTS TO:** Major Gifts Manager  
**CONTRACT TYPE:** Permanent

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### **PURPOSE OF ROLE**

To provide comprehensive administrative support to the Major Gifts and Campaigns team.

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### **KEY RESPONSIBILITIES**

#### Team Administration

- To provide administrative support for the Major Gifts and Campaign team for the RA Schools Campaign and Endowment Campaign:
  - receive and sort incoming post
  - book meetings
  - liaise with Academy departments/staff, as appropriate
  - attend prospect planning meetings, noting actions for prospects
  - Collate weekly MG & Campaigns meeting papers
  - Daily management of teams finances: using iPOS, raising purchase orders, processing invoices, recording credit card expenditure
  - Drafting donation acknowledgements and thank yous
- Keep status reports up to date, to ensure information on fundraising targets and naming opportunities is readily available.
- Co-ordinating with diaries of executive members of staff, PRA, KRA, Alison Myners and Matt Langton for donor/ prospect meetings
- Drafting correspondence to donors and prospects from executive members of staff

#### Events

- Managing the schedule for all Major Gifts events: providing information on all relevant RA, Fundraising and Patron events.
- Take responsibility for breakfast events, including managing the guest list, invitations and RSVP's and liaising with the events team on logistics and RCPs requirements.
- To work at all Major Gifts events, welcoming on the door, and when possible, hosting donors at the event.

### Database/Filing

- Keep all Major Gifts records up to date on the database: contact details, database coding, memberships, research notes, prospect proposals, record actions and correspondences
- Be the main point of contact with the database team to keep records updated and implement system improvements
- Maintain and further improve efficient appropriate office systems for filing etc.
- Understand Gift Aid requirements and ensure all records are kept up to date.
- Ensure all processes are running efficiently in Tessitura.

### Donor Cultivation

- To be the first point of contact for new / potential donors at events and by phone / email
- To be a contact between Patron Team and Major Gifts to identify potential Major Donors. This will involve attending Patron events on a semi-regular basis.
- Welcoming and showing around donors at Friday morning VIP on reasonable request
- Working with the Research Team and Major Gifts team to identify potential prospects from the Public Appeal donors.

### Communications

- To provide effective communication across RA teams, particularly with the Patrons team and other Development team members.
- Work with Major Gifts Manager to implement Major Gifts communications strategy. This will include drafting newsletters and documents, working with the designer, adapting documents in InDesign, preparing items for print and working with Print Procurement Officer.

### General

- Take responsibility for own administration, devise and implement appropriate processes and procedures to achieve agreed targets.
  - 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.
  - Undertake any other duties which may reasonably be allocated by your line manager
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## PERSON SPECIFICATION

- Degree educated or equivalent and/or comparable experience
- Desire to pursue a career in the arts sector
- Interest in art and an enthusiasm for and commitment to the aims and objectives of the department and the Royal Academy.
- A strong administrator with experience of a wide-range of administrative activities – preferably in office-based work including diary management, co-ordination of meetings, travel requirements, itineraries, booking room/venues, refreshments, etc.
- Excellent command of English, with concise and clear written skills
- Computer literate: highly competent in all MSOffice applications with excellent keyboard and word-processing skills including knowledge of spreadsheets and some understanding of databases particularly Tessitura, experience of using Adobe software.
- Highly numerate, able to work closely with colleagues in Finance
- Experience in budget/expenditure monitoring
- Adept at clear, concise report writing
- Professional telephone manner
- Problem solver, forward planner, detail orientated
- Able to multi-task and meet demanding deadlines
- 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

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## WHY JOIN US?

### Our Values

To support the execution of our mission and our vision, we adhere to a set of shared values that guide our decision-making and shape our ways of working.

- Forever Creative
- Fiercely Independent
- Unapologetically Excellent
- Belonging to All
- Ethically Grounded

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### Employee Benefits

- Agile Working Policy (for full-time roles working from home up to two days a week where the role permits)
- Enhanced Holiday (with extended Christmas leave)
- Enhanced Pension Scheme
- Employee Council & Employee Network Groups
- Access to all RA exhibitions & access to exhibitions with our reciprocal partners
- Employee Assistance Programme
- Discount in RA Café's and Shops
- Give as You Earn Scheme to donate to a charity of your choice
- Cycle to Work Scheme
- Employee Choir, Life Drawing classes, and other employee clubs from running to knitting