

The Royal Scottish Academy of Art & Architecture

Post : Development Manager

Founded in 1826, The Royal Scottish Academy of Art and Architecture (RSA) is an independently-funded organisation which supports the creation, understanding and enjoyment of contemporary art across Scotland.

The RSA runs a year-round programme of exhibitions, artist opportunities and related educational talks and events which support artists at all stages of their careers. The Academy's distinguished history is reflected in its extensive collections and archives, recognised by the Scottish Government as being of national significance.

Led by eminent artists and architects, the RSA embodies a wealth of professional experience in Fine Art and Architecture with many of its Members taking a leading role in higher education and in many of Scotland's leading cultural institutions.

In recent years, every aspect of the RSA has been interrogated to ensure that the Academy remains relevant to the needs of today's artists and architects. Importantly, the Academy continues to evolve, electing new Members, exhibiting new work, and supporting and promoting excellence in contemporary Scottish art and architecture.

Job description/Purpose of role

The role will manage the Development Strategy and be responsible for overall delivery of our development work. This role will lead the management of RSA fundraising and individual giving programmes and activities, including cash appeals, general donations, online donations, regular giving, merchandise, in memoriam giving and legacies, and to increase income from these sources. The post-holder will explore and test new income streams from individuals and to increase supporter engagement. The RSA Patrons Scheme will be the responsibility of this post holder.

Key tasks and responsibilities

- Work with the Director and Development Committee to continue developing and implementing the strategy for increasing income across all individual giving streams.
- Manage RSA's fundraising programmes in order to maximise returns from existing donor base (Patrons, Corporate Members, RSA Friends)
- Achieve the annual targets agreed for all areas of development and individual giving
- Prepare detailed income and expenditure reports for each area of activity, and interpret data in order to measure effectiveness and return on investment
- Assist the Director with preparing the annual budget. Prepare quarterly forecasts for individual giving income and report monthly on performance against targets
- Working with the colleagues who support communications and marketing activities to produce strong and compelling fundraising materials for a wide range of media
- Increase levels of supporter engagement and stewardship. Work with the team to develop and implement a stewardship programme including regular newsletters, mailings and on-line activity
- Explore and test new methods for donor recruitment and increasing donations
- Effective line management, professional support and personal development of the Development team staff.
- Work collaboratively across teams to help generate leads for corporate, private sector and other major donors
- To perform any other reasonable tasks as requested by the Director and the Development Committee
- This role profile is not exhaustive and is subject to review in conjunction with the post holder and according to future changes/developments in the service.

The Royal Scottish Academy of Art & Architecture

Experience and knowledge

- A sound knowledge and understanding of individual giving, legacy and payroll giving fundraising.
- Experience of managing a Patrons / Corporate members scheme is essential.
- Considerable experience of preparing programmes of activity and business plans to recruit, engage, inspire and retain donors
- Experience of developing and implementing an individual giving strategy. The ability to do this is essential for the role.
- A proven track record of success in working with others, ideally managing a team, to deliver high quality results to deadlines.
- Knowledge of budgets and experience of reporting financial performance against targets
- Knowledge of regulatory environment for fundraising from individuals including data protection, Gift Aid and fundraising codes of practice and regulation
- A keen interest in contemporary visual art and architecture would be advantageous.

Skills and abilities

- The ability to lead and inspire others to deliver against targets and objectives
- Exceptional interpersonal skills, and able to influence/persuade a wide range of stakeholders
- Ability to work across teams and departments in a collaborative manner and to proactively engage colleagues on projects and initiatives
- Excellent written and verbal communication skills, with a fluent writing style and the ability to communicate effectively in a wide range of media and audiences
- A keen eye for detail and to ensure high standards whilst working under pressure
- Excellent time management and organisation skills with the ability to manage multiple tasks simultaneously and to work to deadlines
- The ability to be a proactive self-starter and to use initiative to resolve problems and create solutions to improve results
- Demonstrable ability to line manage a small team and support and develop staff
- Able to act with tact, diplomacy and confidentiality and deal with sensitive issues
- Excellent IT skills, including MS Word, Excel, Outlook and PowerPoint. Experience of databases and audience segmentation and use of data analytics

Terms and Conditions of appointment

- Contract : Permanent
- Salary : £40K per annum (pro rata)
- Probation period : The probationary period is six months
- Notice period : One month
- Work Pattern 4 days/26 hours per week (Tuesday to Friday),
- Pension : Subject to eligibility you will be auto enrolled into our pension scheme (5%).
- Holidays: 25 days per year plus 6 public holidays (pro rata. The leave year runs from 1 January to 31 December.
- Location: The post holder will be based at The Royal Scottish Academy of Art & Architecture, The Mound, Edinburgh, EH2 2EL.

The deadline for this post is Friday 12th July 2019 at 12 noon.

Interviews will be held in Edinburgh during the week of Monday 29th July 2019.

For further information please contact Colin R Greenslade, Director, on 0131 624 6110 or via colingreenslade@royalscottishacademy.org