

October 2008

Dear Applicant

Project Development Manager – Development Department

Thank you for requesting the application pack for the position of Project Development Manager in the Development Department.

Please find enclosed:

- a copy of the advertisement
- an outline job description
- a person specification
- a summary of the main terms and conditions of employment
- an application form
- Introductions to the Royal Academy and its collections

If you require an alternative format of the application form (for example in a larger print size or on tape), please do contact HR on 020 7300 5795.

If you wish to apply for this position please fully complete the application form and return to me (at the Royal Academy), by the closing date of 24 October 2008 – if you would like an electronic version, please let me know. **You may like to attach your CV to the application, but please do not submit your CV as your only means of applying for this job.**

If you prefer, you may return your application via e-mail to:
recruitment@royalacademy.org.uk .

Yours sincerely

Anne de Silva
HR Director
encs.

PROJECT DEVELOPMENT MANAGER

Development Department

4 DAYS A WEEK @ £27,100 full time

We are looking for a self-motivated, confident and diligent individual to contribute to the development of a new business strategy, proactively pursue new business opportunities and support the activities of the Project Giving Board.

You are likely to have a range of corporate development experience, preferably gained in seeking new and potential prospects for sponsorship, specific projects and corporate membership. You will need excellent communication skills, be computer literate and have a methodical and organised approach to work.

For more information please contact our 24hr recruitment line on 0207300 5833, visit our website: www.royalacademy.org.uk/careers or send an e-mail: recruitment@royalacademy.org.uk

Closing Date: Friday 24 October 2008

JOB DESCRIPTION

JOB: Project Development Manager
DEPARTMENT: Development
REPORTS TO: Deputy Director of Development, Project Giving

MAIN OBJECTIVES

- To develop new business strategy for projects in conjunction with the Deputy Director of Development, Project Giving.
- To pursue new business opportunities, primarily from the corporate sector, in conjunction with the Deputy Director of Development, Project Giving.
- To support the activities of The Project Giving Board in conjunction with the Deputy Director of Development, Project Giving.
- To be responsible for the production of proposals, power points and other new business related materials.

MAIN DUTIES

- 1 Works with the Deputy Director of Development, Project Giving to develop the fundraising strategy and identifies unique selling points for exhibitions, schools and education projects.
- 2 Liaises with the Research Manager, curators, senior RA staff and Project Giving Board volunteers to identify prospects for key projects.
- 3 Develops and delivers pitches with the Deputy Director of Development, Project Giving primarily to the corporate community, but will also liaise with embassy, individual, and trust and foundation contacts as is required on a project by project basis.
- 4 Ensures thorough and prompt follow up to all pitches and general sponsorship enquiries.
- 5 Works internally with Exhibitions and other relevant departments to develop proposals, power point presentations and other pitch materials for new business efforts.
- 6 Liaises with internal and external designers as required for the development of print materials.
- 7 Maintains prospect lists and ensures Raiser Edge is regularly updated to reflect the status of approaches.
- 8 Organises, prepares papers and minutes regular sponsorship update meetings with senior RA staff and the Project Giving Board.

- 9 Ensures that the paper and electronic files for all clients and prospects are kept to-to-date and that the departmental database is also up-to-date and used effectively.
- 10 Regularly attends cultivation and networking events to serve as an Ambassador for the RA and promptly follows through on leads and interest in supporting RA projects generated at the events.
- 11 Undertakes any other duty which may reasonably be allocated by the Deputy Director of Development, Project Giving or other senior officer.

PERSON SPECIFICATION

JOB: Project Development Manager
DEPARTMENT: Development
Reports To: Deputy Director of Development, Project Giving

EXPERIENCE

- Good experience of income generation, in or with the corporate sector
- Experience of arts sponsorship, corporate membership and entertaining packages
- A successful track-record of sales and negotiation gained through income generation and against set financial targets
- Experience, knowledge and understanding of budgets, balance sheets and the financial sector

KNOWLEDGE

- Good knowledge and understanding of the corporate and arts markets
- Able to demonstrate a background in contributing to and/or participating in strategic development and the devising and implementing of plans for income generation campaigns
- Good knowledge of the Royal Academy and its various activities

SKILLS

- Effective presentation skills predicated on gathering/researching information and an understanding of the link between the aims and objectives of the Academy as a whole, specific and individual exhibitions and the needs and requirements of potential sponsors
- Good social and interpersonal skills providing an ability to communicate effectively at all levels
- Excellent organisation skills with meticulous attention to detail
- Computer literate: word-processing, spreadsheets, with some database understand, preferably of Raisers' Edge

PERSONAL QUALITIES

- Energetic, enthusiastic and self-motivated
- A genuine enjoyment of meeting people
- Ability to remain calm under pressure and an enjoyment for working at a fast pace and to tight deadlines
- Smart appearance and a confident manner
- Active interest in the visual arts and architecture

SUMMARY OF MAIN TERMS AND CONDITIONS

The **Project Development Manager** will report to the Deputy Director of Development, Project Giving within the Development Department.

Salary:	c. £27,100 pa pro rata (c. £21,680 pa)
Hours of Work:	The working week is 32 hours over 4 days including a one-hour lunch break. Working days to be agreed. Working day usually from 9.30am to 5.30pm. The nature of the responsibilities is such that additional working may be required. Overtime payments are not made
Probationary Period:	Three months, during which period a week's notice applicable to both parties
Subsequent Notice Period:	Three months, applicable to both parties
Paid holiday entitlement:	5 weeks - 25 working days pa pro rata (20 days pa)
Pension Scheme:	The Academy operates a contributory stakeholders' pension scheme. You would be entitled to become a member of the scheme after the successful completion of your probationary period.
Identity Checks:	You will be required to provide official documentation to confirm your right to live and work in the UK

The Royal Academy of Arts

The Royal Academy of Arts is a society of artists founded in 1768 to promote 'the arts of design' – painting, printmaking, sculpture and architecture and there are some 100 Academicians in these categories. Today the RA continues to fulfil its founders' aims by organising exhibitions, providing education and stimulating debate. The RA mounts a continuous programme of internationally significant loan exhibitions to which gallery education programmes, seminars and debates are linked. The annual Summer Exhibition of works of art by Academicians and other artists has been held since 1759. It is the largest open-submission, selling exhibition in the world. Future generations of artists are trained in the RA Schools, which offer the only three-year postgraduate fine-art course in Britain. The RA owns a major collection of works by members past and present and the oldest and one of the best fine-art libraries in Britain. The collection has been given marvellous gifts such as the Michelangelo Tondo on display in the Sackler Wing. The RA is self-supporting, receiving no money from government for its cultural activities.

Summary description of the Academy's Collections

The collections of the Royal Academy have been integral to the institution since its foundation in 1768. Sir Joshua Reynolds, the first President, quickly saw the advantages of forming a repository of great examples of art, not only to inspire students in the Royal Academy Schools, but also to demonstrate the skills and ambitions of the British School. The core of the collections consists of the 'Diploma Works', that is, works of art presented by Members upon their election as Royal Academicians. These works, however, have been supplemented by further donations from the artists themselves, as well as many bequests, gifts and donations, so that the collections now include approximately 850 paintings, 350 sculptures, and 500 casts after Antique sculptures and architectural details. In addition the Academy's collections include holdings of about 17,000 prints, drawings, and sketchbooks; 2,000 early photographs; a library containing roughly 13,500 rare and historic books; and an archive of artists' papers and institutional records comprising more than 700,000 individual items.

The key components of the Royal Academy's painting and sculpture collection are as follows:

Diploma works - This collection dates from the 18th century to the present and illuminates an on-going contemporary vision of a national school of art that is both uniquely personal to each artist and integral to the history of the institution. It includes significant paintings and sculptures by artists such as Henry Fuseli, Sir Thomas Lawrence, John Flaxman, J.M.W. Turner, Sir Henry Raeburn, John Constable, David Roberts, W.P. Frith, Sir Lawrence Alma-Tadema, Sir Hamo Thornycroft, John Singer Sargent, Stanhope Forbes, Stanley Spencer, Victor Pasmore, Allen Jones, Barry Flanagan and David Hockney.

Teaching Collections - this part of the collection brings together a wide range of material relating to the principal historic function of the Academy as the country's first and, for many years, only free art school. Since the Academy's collections and library were created specifically by artists for artists, the works of art and other materials that they contain provide a unique insight into the history of the education of artists. This material includes a small collection of copies, including a full-size copy of Leonardo's *Last Supper* attributed to Giampietrino, and plaster casts after the Antique as well as unique écorché casts in some cases cast directly from dissected bodies. There is also a collection of medals, many of which relate directly to the Schools.

Portraits of Royal Academicians - these portraits of Members of the Royal Academy include iconic images of many British artists including the celebrated self-portraits by Sir Joshua Reynolds and Thomas Gainsborough, as well as significant representations of John Constable and Sir J.E. Millais, and revealing portraits of artists as diverse as Alma-Tadema, Lord Leighton, W.R. Sickert, John Bellamy and Sidney Nolan.

Michelangelo's *Taddei Tondo* - the only marble sculpture by Michelangelo in this country and arguably the nation's greatest forgotten treasure.