

<b>Job Description</b>	
Job Title:	Development Administrator
Business Area:	Architecture Programmes & Collections
Grade/Level:	2
Location:	London/Hybrid
Reports to:	Director of Development
Direct Reports	No
Budget responsibilities:	No
<b>Purpose of the Role</b>	
<p>The Development Administrator is responsible for providing administrative support to the Development Team which sits within RIBA's 'Architecture Programmes &amp; Collections' department. The role is vital in supporting the Development Team to deliver high profile fundraising campaigns, excellent donor stewardship and accurate recording and reporting of activity and income, alongside general administrative support where needed.</p> <p>The Development Administrator will act as a key point of contact within the team for colleagues across the organisation, senior leadership and existing and potential donors, and is instrumental in supporting the House of Architecture Project fundraising campaign and future development programmes.</p>	
<b>Main Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Provide administrative support to the Development Team and to those working on fundraising as senior volunteers, including arranging meetings, taking meeting minutes, compiling reports and arranging travel etc.</li> <li>• Assist with the drafting of letters, proposals and reports for donors.</li> <li>• Conduct research to provide briefings and profiles to support fundraising activity.</li> <li>• Support the Development Team in managing a pipeline of donor prospects.</li> <li>• Ensure communications to and from donors and donor prospects are dealt with in a professional and timely manner.</li> <li>• Assist in the production of printed or online materials, including invitations, fundraising documents, web content etc.</li> <li>• Act as owner of RIBA's Raiser's Edge CRM database within the Development Office, reporting and tracking donor relationships effectively; maintaining data management tasks and systems; creating reports; and ensuring CRM use is continually improved and optimised across the team.</li> <li>• Ensure all data held by the Development Office is kept accurate and up to date, and compliant with RIBA's Data Protection policies / the UK GDPR.</li> <li>• Support the administration of Development events including event production, invitations, handling of RSVPs etc.</li> <li>• Attend Development events to support delivery where required, which may on occasion take place outside of office hours (time off in lieu will be awarded in line with the RIBA policies).</li> <li>• Develop good working relationships with colleagues across RIBA, with a focus on supporting our donor relationships.</li> <li>• Role model RIBA values.</li> <li>• Take on any other work, as directed by the line manager.</li> </ul>	

Skills, Knowledge and Experience			
<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills, exhibited in an ability to communicate clearly and with consistent attention to detail.</li> <li>• Excellent interpersonal skills, demonstrated in confident and calm interactions with a range of internal and potentially high-profile external stakeholders.</li> <li>• Capable and confident skills using and assisting others to use a range of IT software packages including databases.</li> <li>• Good organisation, planning and problem-solving skills, with an ability to prioritise multiple projects simultaneously.</li> <li>• Ability to work flexibly and adapt to the regularly changing and short notice requirements of the fundraising environment.</li> <li>• Experience working within a team environment.</li> <li>• Experience working as part of a fundraising team and with a CRM database is preferable although not essential.</li> <li>• Knowledge of and/or interest in architecture or architectural heritage would be an advantage but is not essential.</li> </ul>			
Drafted by:	Date drafted:	Evaluated by:	
Director of Development	June 2024		

*This job description is non-contractual, or an exhaustive list and it may be added to or changed to from time to time.*