

Job Description	
Job Title:	Development Executive, House of Architecture Programme (HOAP)
Business Area:	Architecture Programmes & Collections
Grade/Level:	2
Location:	London/Hybrid
Reports to:	Director of Development
Direct Reports	No
Budget responsibilities:	No
Purpose of the Role	
<p>The Development Executive will support the work of the Development Team, which sits in RIBA's 'Architecture Programmes &amp; Collections' department, with a particular focus on donor stewardship. Their primary role will be to develop and deliver an engaging stewardship programme to support a major capital campaign to achieve RIBA's ambitious vision, the House of Architecture.</p> <p>With a focus on supporting RIBA and the Development Team to grow and nurture new prospect and donor relationships, the Development Executive will work with colleagues across the charity to plan and implement a programme of regular communication, events, recognition and bespoke thanking that engages individual donors, grant givers and partners with RIBA and its work and sustains long term relationships.</p> <p>The post holder will also contribute to the wider fundraising activity of the Development Team where required.</p>	
Main Responsibilities	
<ul style="list-style-type: none"> <li>• Support the development and delivery of a stewardship programme to engage donors and prospects with RIBA, working with colleagues in the Development Team and across the charity.</li> <li>• Liaise with colleagues to plan and manage Development events and meetings, including objective setting, event planning, production, internal communication, invitations, follow up etc.</li> <li>• Plan and support the production of high-quality communication materials, including reports and updates, newsletters, invitations, fundraising documents, web content etc.</li> <li>• Work collaboratively to develop and manage bespoke donor recognition relating to the capital campaign, from inception to delivery.</li> <li>• Conduct research to provide briefings and profiles to support fundraising activity.</li> <li>• Ensure that donor records are accurate and kept up to date and that all information relating to donors is produced and stored in line with data protection regulations and best practice.</li> <li>• Attend Development events 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 at all levels, to ensure the successful delivery of excellent donor relationships.</li> </ul>	

- Role model RIBA values.
- Take on any other work, as directed by the line manager.

**Skills, Knowledge and Experience**

- Understanding of the importance of excellent donor stewardship.
- Experience within a fundraising, donor stewardship, or similar customer care role.
- Involvement in planning and supporting events for a range of audiences, ideally in a fundraising or similar context.
- Confident written and verbal communication skills, exhibited in an ability to communicate clearly on the phone, by email and in person and with consistent attention to detail.
- Excellent interpersonal skills, demonstrated in confident and calm interactions with a range of internal and potentially high-profile external stakeholders.
- Experience of using relationship databases (ideally Rasier’s Edge), or similar.
- Capable skills using and assisting others to use a range of IT Software packages.
- Good organisation, planning and problem-solving skills, with an ability to prioritise multiple projects simultaneously.
- Ability to work flexibly and adapt to the regularly changing and short notice requirements of the fundraising environment.
- Experience working within a team environment.
- Experience working with a CRM database is preferable although not essential.
- Knowledge of and/or interest in architecture or architectural heritage would be an advantage but is not essential.

*Note*

- Some evening and weekend work will be required, including locations other than RIBA offices.
- Some travel away from home may be required.

Drafted by:	Date drafted:	Evaluated by:	
Director of Development	February 2025		

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