

Job Description	
Job Title:	Development Manager, House of Architecture Programme (HOAP)
Business Area:	Architecture Programmes & Collections
Grade/Level:	3
Location:	London/Hybrid
Reports to:	Director of Development
Direct Reports	No
Budget responsibilities:	No
Purpose of the Role	
<p>The Development Manager will play a pivotal role within the Development Team, which sits in RIBA's 'Architecture Programmes & Collections' department, to deliver RIBA's fundraising strategy with a key focus on major gift fundraising. Their primary responsibility will be building relationships with, and securing gifts from, High Net Worth Individuals (HNWIs) in support of a major capital campaign to achieve RIBA's ambitious vision, the House of Architecture.</p> <p>With a focus on research and relationship development and stewardship, the Development Manager will work with the team and colleagues across the charity to grow and manage a portfolio of prospects, plan and deliver engagement strategies, and secure gifts.</p> <p>The post holder will also contribute to wider fundraising planning and strategy; to the recording and reporting of activity and income; and to provide support and mentoring to colleagues in the growing team.</p>	
Main Responsibilities	
<p>Donor Stewardship and Relationship Management</p> <ul style="list-style-type: none"> • Research, grow and cultivate a portfolio of potential HNWIs who have the capacity to give 5, 6 and 7 figure gifts, working closely with the Director of Development and wider RIBA team. • Develop and regularly review individual cultivation strategies for prospective supporters, to move donors along a prospect pipeline and plan effective and appropriate approaches. • Listen and respond to the requirements and requests of supporters, in collaboration with colleagues across the organisation, taking a personalised approach. • Liaise with and brief colleagues and senior stakeholders so that they are able to support fundraising activity and effectively engage with prospects/donors to lead to successful major gift approaches. • Represent RIBA at personal meetings and networking events, and through written proposals and presentations. • Attend Development and RIBA 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). • Contribute to the Development Team income targets by securing gifts. <p>Strategic input</p> <ul style="list-style-type: none"> • Contribute to fundraising planning and strategy in order to grow income from HNWI's and achieve campaign targets. • Ensure that systems are in place to facilitate detailed analysis and evaluation of HNWI activity. • Participate in all areas of fundraising activity where required to support Development Team objectives and colleagues. 	

Budget and Performance Monitoring

- Prepare timely narrative and financial reports for donors on the impact and outcomes of work that they have funded and in accordance with their requirements.
- Liaise with colleagues including the finance team to report income, manage pledges and provide information on donation spend.
- Analyse and review a prospect pipeline on an ongoing basis and ensure appropriate prospect movement.

Other

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

Skills, Knowledge and Experience

- Experience in major donor fundraising and/or similar discipline with proven success and comfortable soliciting high value donations and delivering excellent stewardship
- Experience of supporting the development and delivery of effective fundraising plans
- Confidence using relationship databases (ideally, experience of Raiser’s Edge or similar)
- Confident verbal and written communication skills, and excellent IT Skills
- Collaborative and open approach, working cross-team to ensure every relationship is maximised to the benefit of the supporter and RIBA
- Proficient organisational skills, attention to detail and accuracy
- Excellent at juggling multiple competing priorities, tasks and meeting deadlines
- Ability to work independently as well as being a strong team player
- Understanding of the strategic and operating context of museum, library or archive institutions or similar is desirable
- Knowledge of and/or interest in architecture, architectural heritage and the built environment is desirable
- Commitment to specialising in philanthropy

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.