



Royal Albert Hall

## JOB DESCRIPTION

**Role:** Philanthropy Coordinator

**Location:** Royal Albert Hall

**Reports to:** Philanthropy Manager – Major Gifts and Legacies (Job title)

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For nearly 150 years we have been fulfilling our vision of inspiring artists and audiences worldwide with the magic of the iconic Royal Albert Hall; creating life-enriching, unforgettable experiences for everyone. Hosting 390 events a year in the main auditorium and more than 800 in other smaller spaces, the Royal Albert Hall stands true to its original purpose of promoting the Arts and Sciences. As a charity, the Hall is dedicated to maintaining the Grade I listed building and giving access to all.

### OUR VISION AND VALUES

Our vision is to inspire artists and audiences worldwide with the magic of the iconic Royal Albert Hall, creating life-enriching, unforgettable experiences for everyone. The Royal Albert Hall is more than just a building. Together we are...

#### One team

Encouraging and harnessing each other's talents, valuing our differences, supporting one another and celebrating our achievements together

#### Passionate

Dedicated, creative, embracing new ideas, always seeking a better way; because together we are writing the story of the Royal Albert Hall

#### Open to all

Welcoming, warm, always professional; committed to providing as many people as possible with unforgettable experiences

### THE ROLE

The Philanthropy team is responsible for delivering a fundraising campaign to raise capital for the Hall's on-going plans for redeveloping the building, as well as the innovative Education & Outreach programme.

The Philanthropy Coordinator works with the wider Philanthropy team to ensure that fundraising goals are met. They are responsible for raising lower level donations from individuals, trusts and foundations in support of the Interior Restoration Project; providing administrative support to the Philanthropy Manager (MG&L) and Head of Philanthropy; assisting with research and analysis to identify possible supporters; supporting at events; and maintaining the Tessitura database.



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Under the guidance of the Philanthropy Manager (MG&L), they will run the day to day operations of the public fundraising campaign in support of the Interior Restoration Project, and oversee online donations.

### **KEY RESPONSIBILITIES**

- Secure low level funding towards the Interior Restoration, as well as in support of the Hall's other charitable activities.
- Assist the Philanthropy Prospect Researcher to identify potential new supporters through analysis of the RAH database and external research.
- Monitor and promote online donations and gift with ticket purchases.
- Provide assistance to the Philanthropy Manager (MG&L), and the wider Philanthropy team, and act as a point of contact in the Philanthropy office for both internal and external enquiries.

### **MAIN RESPONSIBILITIES**

#### **Philanthropy**

- Working with the Philanthropy Manager (MG&L) to deliver a public fundraising campaign in support of the Interior Restoration Project, and overseeing the day to day functionality
- Raising low level funds [donations up to £20k] in support of the Interior Restoration Project
- Stewarding low level Trusts & Foundation relationships [grants up to £20k] in support of the Hall's Education & Outreach and Archive projects, and achieving repeat funding
- Providing support to the Philanthropy Prospect Researcher and proactively searching subscription databases to identify funding opportunities
- Managing and administrating the Gift With Ticket functionality, maximising all giving potential
- Driving online donations and managing the Philanthropy web pages
- Entertaining prospects and supporting at Philanthropy events

#### **Administration**

- Managing the donor acknowledgement process, ensuring timely recognition from appropriate person and schedule annual renewal reminders for the Philanthropy team
- Processing and logging incoming donations, maintaining financial records and liaising with the Finance department for monthly donation reconciliation
- Providing administrative support to the Philanthropy Board, including minute-taking and collating and sending out papers
- Providing creative design support for the team, including event invitations and save the dates
- Working with the Philanthropy Events Executive on events activation
- Maintaining knowledge and awareness of GDPR and its implications on all fundraising activity
- Attending industry events and networking evenings when necessary
- Any other tasks as may reasonably be requested by the Philanthropy Manager (MG&L), Head of Philanthropy or wider RAH Executive



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### **PERSON SPECIFICATION**

- Proven experience of working within a professional administrative role, preferably within an arts organisation/fundraising team.
- Experience of working with databases, ideally with Tessitura.
- Highly organised and able to adjust to an evolving department.
- Experience of writing external correspondence and internal minute-taking.
- Excellent PC skills in Microsoft Office.
- High level of accuracy with strong attention to detail.
- A flexible individual, highly motivated and able to work as part of the team as well as working under own initiative.
- Excellent standard of written English.
- Effective communication skills acting with the greatest tact and integrity.
- Demonstrates an enthusiasm for the Hall and a broad interest in and appreciation of the Hall's diverse programme of events.
- A flexible approach to working hours, as the role may require some evening and weekend work.

### **HEALTH & SAFETY**

The Hall is committed to maintaining and furthering greater sustainable practices in all areas of the organisation to act on climate change. Whilst working at the Hall, you will be expected to embrace the Hall's Sustainability Policy and work to meet its objectives, putting sustainability at the forefront of all decisions.

### **SUSTAINABILITY**

You will have a good understanding of the Hall's Health and Safety guidelines and your responsibilities within these. Your role will include promoting a safe working environment and fostering a non-blame culture, adhering to any Health & Safety requirements, flagging any conflicts that may arise with Health and Safety and working towards finding effective solutions.