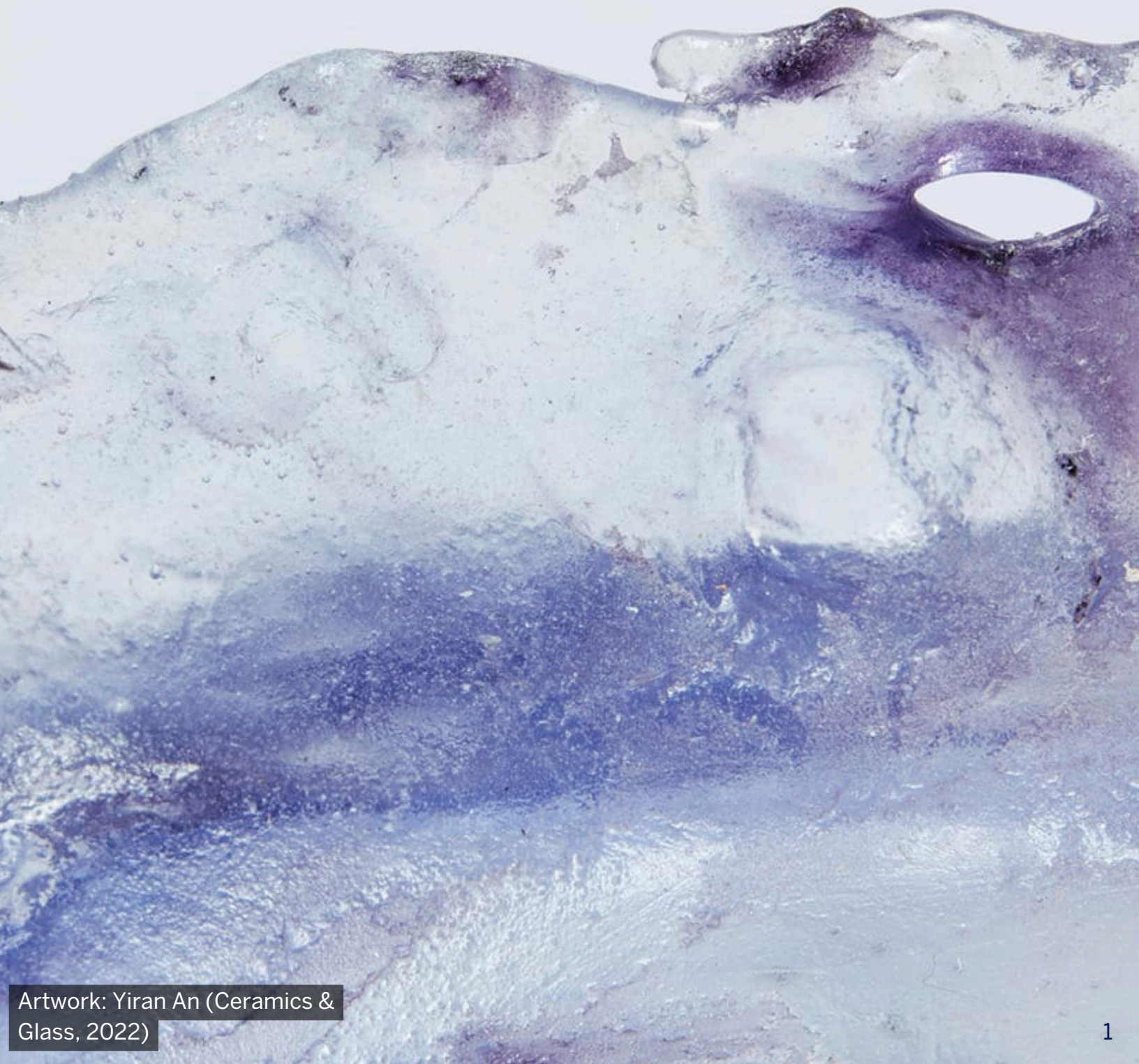


# RCA

# Advancement Officer

## August 2025



Artwork: Yiran An (Ceramics & Glass, 2022)



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Photo: Richard Haughton

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# WELCOME TO THE RCA



Photo: Iwan Baan

Founded in 1837, the Royal College of Art is the world's largest community of postgraduate art and design students. It is also the oldest art and design university in continuous operation and has been ranked as the world's number one art and design university for a remarkable eleven consecutive years, according to the QS World University Rankings by Subject 2025 – the worldwide survey of academic and industry opinion.

The RCA is research-led and recognised in the UK-wide REF (Research Excellence Framework) as the UK's most research-intensive institution – with an increased proportion of the College's outputs classed as 'internationally excellent' and 'world-leading' in the most recent REF assessment of 2021.

Studying at the RCA is the starting point for the world's creative leaders. With more than 25,000 RCA alumni across the globe, the RCA's graduates form a unique international network of artists, designers, creators, and innovators. Every year, RCA alumni are recognised as leaders in their discipline, making national and international headlines for their work, which shapes the world we live in. Its graduate start-up incubator, InnovationRCA, is one of the most successful in the country with a high proportion of female start-up founders and a high 'survival' percentage after five years of trading.

More than 2,800 students are spread across four schools and research and academic departments, studying at Graduate Diploma, MA, MFA, MDes, MArch, MEd, MRes, MPhil and PhD levels. The College's mix of professionalism and creative freedom, together with its renowned academic community and rigorous academic framework provides the ecosystem in which students flourish and achieve their highest potential.





Photo: Richard Haughton

In addition, the RCA has a number of established and planned research centres: the Helen Hamlyn Centre for Design; the Material Science Research Centre (which includes the Materials Futures Research Group and the Textiles Circularity Centre); the Intelligent Mobility Design Centre, Computer Science Research Centre, and a future centre in Drawing. The RCA is also home to one of the UK's most successful university incubators, InnovationRCA.

The RCA espouses a hybrid approach, supporting 'traditional' making and technical skills in fine and applied art and design alongside the foundational sciences, engineering and technology which underpin designers' ability to solve today's global challenges. The RCA champions the value of interdisciplinary learning and was the first art and design university in the world to implement a STEAM (Science, Technology, Engineering, Art and Design and Mathematics) academic vision, with investment in new faculty posts in Materials Science; Computer Science and Robotics alongside art and design disciplines. By applying creative insights to evidence-based science, its staff, students, researchers and start-ups are addressing major global challenges such as rapid urbanisation and transport; loss of biodiversity; ageing populations; unsustainable consumption and production; and the rise of AI.

### Our Strategy

The RCA's strategic vision is to increase its influence on the world stage of globally ranked universities, punching significantly above its weight, and attracting, supporting and convening the world's most talented faculty, students, artists, designers and creative leaders.



# Our People



Photo: Richard Haughton

The role of Royal Visitor to the RCA was taken on by the former Prince of Wales – now His Majesty The King – in 2018. The announcement of HM The King's retained Patronage of the RCA marks the first anniversary of Their Majesties' Coronation. As part of the official Coronation Concert in May 2023, the Royal College of Art along with The Royal Ballet, The Royal Opera, the Royal Shakespeare Company, and the Royal College of Music came together for the first time ever to create a spectacular one-off performance, with a striking visual backdrop of specially-designed artworks contributed by students from the Royal College of Art.

The RCA's Chancellor is Sir Jony Ive, and the Pro-Chancellor and Chair of Council is Sir Peter Bazalgette. The RCA's President & Vice-Chancellor – the CEO of the institution – is Professor Christoph Lindner who joined the College in April 2024.

The RCA's academic faculty bring world-leading expertise and industry knowledge to the practice-based model of teaching. There is a core academic and research workforce of 196 FTE, supported by around 215 Associate Lecturers and a wide range of Guest Lecturers who bring 'live' industry experience into the taught curriculum – for example, Amin Taha of GrantOn design, whose work was twice shortlisted for the RIBA Stirling Prize, in 2017 and 2021, teaches in the School of Architecture; and Yao Yingjia, who is Vice President and Chief Designer at Lenovo teaches in the School of Design.

The RCA combines contemporary and industry-focused teaching perspectives. It also employs a team of 95 highly skilled technicians, many of whom themselves have postgraduate qualifications in their fields of specialism, which range from rapid prototyping and subtractive manufacturing to film and sound engineering, and from digital modelling to metal fabrication and jewellery making.

# Our Values



Photo: Shaun James

The RCA community operates in line with four agreed values:



We have a tenacious commitment to innovation and openness to change. We positively interrogate ideas, assumptions and plans and welcome the honest scrutiny that is alive in a learning community.



We celebrate diversity and embrace difference as a source of strength. We strive for an inclusive RCA community, removing barriers and challenging exclusionary and discriminatory practices.



We value what happens together and we help and support each other to achieve our collective goals. We work in partnership with our students, staff, alumni, institutions and communities across the globe to make a lasting difference.



We are always willing to listen, we offer constructive feedback and we promote accountability, building relationships of mutual trust and respect. We are resilient in the face of challenges, pursuing outcomes with individual, cultural, societal and economic impact.



# Advancement & Alumni



Photo: Richard Haughton

Philanthropy plays a significant role in the life of the RCA and Advancement & Alumni work with a community of engaged philanthropists to support the College's vision for the future.

Our alumni, alongside donors, companies, trusts and foundations are all integral to ensuring our students and staff have the resources to perform at their best.

The Advancement & Alumni culture is collaborative, ambitious and transparent. We work closely with colleagues across the College as well the Council and value the ability to act as an ambassador for the RCA.

# Advancement Officer



Photo: Richard Haughton

## Purpose of the role:

The Advancement Officer reports to the Deputy Director of Advancement & Alumni. They will be responsible for supporting the team to identify and manage prospects and donors giving regularly and / or with legacy gifts to the College.

The Advancement & Alumni team is small, comprising 12 members at present, operating in a specialist postgraduate university. The team is responsible for all philanthropic income to the College and for the relationship with the Colleges over 26,000 alumni.

There is a strong sense of collegiality that drives the RCA's success and team members at all levels work together to a shared goal and purpose. Pulling together as a team, a willingness to assist a colleague and to have an open mind to new ways of working are the attitudes and mindset we prize at the RCA and which have contributed to our sustained high performance.

The new role of Advancement Officer will support the Deputy Director in developing and delivering the RCA's regular giving and our first proactive legacy programme. They will work with colleagues across the team to fundraise and promote legacies amongst new and existing supporters. The postholder will make a genuine and direct impact by working closely with academic colleagues to craft compelling and exciting fundraising proposals to actively support the RCA and its students.

The successful candidate will have some experience of securing legacy gifts either directly or in a supportive role. They will have an entrepreneurial flair with a high level of self-motivation and initiative, and a demonstrable desire to achieve results and make a difference. They will also have excellent organisational and prioritisation skills while maintaining thorough attention to detail and working to deadlines.



## Main Duties and Responsibilities:

- Work with the Deputy Director of Advancement and Alumni to develop and agree a plan for securing new legacy funding (including pecuniary, specific and reversionary gifts)
- Work with the team, including the two Major Gift Managers, to research new and existing prospects and support on developing strong solicitation plans
- Work with the Events team to provide appropriate engagement opportunities for donors and legacy pledgers
- Provide administrative support to senior colleagues so that they are adequately prepared to make direct approaches to potential donors via phone calls, one-to-one meetings, presentations, cultivation and networking events
- Work closely with solicitors, executors, and beneficiaries to provide accurate and sensitive support throughout the probate process, building trust and ensuring a smooth experience for all parties involved
- Stay up to date with relevant legislation and best practices to ensure the RCA's legacy administration remains efficient and compliant
- Work with colleagues across the College to ensure that donors receive regular and timely submission of proposals and reports
- Ensure that all communications with donors are of a consistently high quality and adhere to donor and RCA standards, including where appropriate brand guidelines
- Build effective working relationships with colleagues across the RCA to promote the work of the Advancement & Alumni team and ensure productive cross-department cooperation
- Ensure that all activities comply fully with current GDPR legislation, codes of practice and ethical guidelines
- Maintain accurate donor records and update Raiser's Edge with relevant information as directed by the Deputy Director of Advancement & Alumni
- Carry out any other duties which may be reasonably requested
- The job may involve some travel or occasional evening and weekend work, for which TOIL will be given in line with RCA policies



Photo: Richard Haughton

# Person Specification

## PART ONE

### Knowledge and experience

#### Essential:

- Some experience of Legacy fundraising from either an arts or higher education setting, including knowledge of the latest trends and opportunities.
- Some understanding of probate and tax laws, Wills, trust, and estate administration
- Excellent communication skills in both written and verbal forms
- Experience of building relationships with donors and prospects, or supporting others to do so
- Entrepreneurial flair with a high level of self-motivation and initiative, and a demonstrable desire to succeed, achieve results and make a difference
- Experience of using Raisers' Edge or other similar fundraising CRM database

#### Desirable:

- Interest in and enthusiasm for art, design, higher education and the work of the RCA.

## PART TWO

### Skills and abilities

#### Essential:

- The ability to work with others to create compelling legacy messaging and proposals.
- Excellent interpersonal skills, confident written and verbal communication skills and the ability to work collaboratively to build relationships with credibility and gravitas, including using tact and diplomacy when required.
- An ability to act independently and decisively without constant direction when the situation demands, whilst also having the skill to know when others should be consulted.
- Excellent working skills and abilities in using MS Office (Word, Excel, PowerPoint), Google G Suite (Gmail, Calendar, Docs, Sheets, Drive), Adobe Creative Cloud (InDesign, Photoshop), and other relevant IT tools.

#### Desirable:

- Financially literate with the ability to accurately develop budgets and financial forecasts for proposals and reports, particularly where several colleagues or departments are involved

### Qualifications & Training

#### Essential:

- There are no specific qualifications required. We are looking for personal qualities, relevant experience and a desire to learn on the job.

#### Desirable:

- Training in Advancement from a professional organisation such as CASE Europe or the Chartered Institute of Fundraising.



# Pay & Benefits

## Additional Information:

- Responsible to: Deputy Director of Advancement & Alumni
- Full time salary: Grade 6 £38,738 per annum including London Allowance.
- FTE: 1 (35 hours per week), 9.30 - 17.30 with an hour for lunch.
- Permanent role
- 30 days annual leave plus extended breaks at Christmas and Easter, at the discretion of the College.
- A contributory defined benefit pension scheme and interest-free season ticket loan are available
- Location: Based at Kensington/Hybrid
- Department: Advancement & Alumni



Photo: Philip Vale

### Pension

The Royal College of Art is a member of the Superannuation Arrangements of the University of London (SAUL) which is a contributory defined benefit pension scheme. The college will contribute a sum equal to 16% of your salary while you pay 6%.

### Holiday

30 days paid leave a year plus bank and public holidays normally observed in England and Wales. In addition, the college is normally closed for six days a year, one day on either side of Easter and the remainder between Christmas and New Year. Part-time staff will be entitled to the pro rata equivalent.

### Season ticket loans

Interest-free loans are available for staff to purchase annual season tickets.

### Enhanced maternity and adoption pay

Qualifying employees are entitled to enhanced maternity/adoption pay: 26 weeks' full pay, 13 weeks Statutory Maternity/Adoption Pay. This compares to the statutory provision of 90% of average pay for 6 weeks followed by Statutory Maternity/Adoption Pay for 33 weeks.

### Enhanced paternity pay

Qualifying employees are entitled to two weeks' paternity leave entitlement at full pay. This compares to the statutory provision of two weeks' pay at the statutory rate.

### Enhanced sick pay

Occupational sick pay after three months' service is three months full pay/three months half pay.

### 24/7 confidential support

Staff and family members in their household have access to a free, external confidential support service for work, financial, legal, family and personal problems 24 hours a day, 365 days a year.

### Occupational health

Occupational Health support for the College is provided by Imperial College's occupational health service at their South Kensington Campus.

### Life Cover

Active members of the SAUL pension scheme automatically receive life cover. A lump sum of four times your salary together with a refund of your contributions and a 2/3 pension for your dependent/spouse is payable should you die whilst in employment.

### Library

All staff are welcome to join the college library.

### Events

All staff are welcome to attend exhibitions, lectures and private views held by academic schools and programmes.





## Equality, diversity and inclusion - Disability and neurodiversity

### Disability Confident

RCA is a Disability Confident Committed employer. You may recognise the logo from our job adverts.

Disability Confident is a government scheme designed to encourage employers to recruit, retain, and develop disabled people. RCA was originally awarded the Disability Confident certificate in October 2022, which broadens and deepens our existing commitment as an employer.

As a Disability Confident Committed employer, we commit to the below core activities:

- ensure our recruitment process is inclusive and accessible
- communicating and promoting vacancies
- offering an interview to disabled people who meet the minimum criteria for the job
- anticipating and providing reasonable adjustments as required
- supporting any existing employee who acquires a disability or long-term health condition, enabling them to stay in work
- at least one activity that will make a difference for disabled people





**11 years**  
as the world's  
N°1 University  
for Art & Design

QS World University Rankings  
by Subject 2015-25

Together, the RCA community can generate change now for a sustainable future everywhere.