



The Architectural Association

International Development Administrator

Salary:	£28,000 to £34,000 per annum
Location:	London – Bedford Square
Department:	Development
Reporting to:	Head of International Development
Starting Date:	6 th January 2025
Contract Type:	Permanent
Hours of work:	Full-time; 35 hours Monday to Friday; 10am-6pm

Role Overview

The International Development Administrator is a new, key role in the AA's Development, Alumni & Membership team. The team works with the School Director and Head of International Development to support fundraising for scholarships and bursaries, academic and research programmes, and capital projects, and to engage and support alumni and members globally in meaningful and strategic ways. The role includes all activities associated with supporting the AA's fundraising and development initiatives, particularly event coordination and delivery. The International Development Administrator will have the opportunity to work with key stakeholders, academics, donors, alumni and members across a range of projects.

Main Responsibilities

- All supporting activities associated with fundraising and development: including regular internal and external communication, maintaining individual donor records and files, assisting in donor activities, preparing reports for major donors and scholarships, conducting research of prospective donors globally, and financial administration and processing.
- Stewardship and event coordination and administration: Support in planning, organising and delivering a programme of UK and international events.
- Database/website support: Coordinating the development, implementation and maintenance of the AA's new Membership website.
- General administrative duties: including maintaining accurate alumni, member and donor records in the AA's database and conducting research of AA alumni; ensuring GDPR/PECR compliance; maintaining online pages, online forms, and social media channels.

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

All staff must:

- Comply with all legislative and regulatory requirements (e.g. Finance, HR, Health & Safety)
- Adhere to the requirements set out in the AA Code of Behavioural Expectations and other institutional policies.

Person Specification

You should be a proactive, responsive, efficient team player with a can-do attitude and impeccable attention to detail. The candidate will have excellent interpersonal skills and will be able to quickly develop positive working relationships with AA members, alumni, staff, students and individual donors. Experience in building strong relationships and a knowledge and understanding of architecture or non-profit environments and cultural institutions and platforms is an advantage.

Skills

- Experience in an arts organisation or in higher education is an advantage.
- Strong communication skills.
- Strong organisational and time-management skills with impeccable attention to detail.
- Record of maintaining effective administrative systems with a focus on identifying innovative approaches to streamline processes.
- Data management experience, showcasing the ability to research, collate, and present information to a high standard for various stakeholders.
- Proficient with Microsoft Office applications, CRM and database software, website and social media channels.
- Knowledge of Adobe Creative Suite (Photoshop, InDesign, Illustrator) and PowerPoint/Keynote.

Creative thinking and problem-solving are essential skills for AA employees. Ideal candidates will be high-energy individuals and team players.