**Charity Operations Officer**

**The Role**

This is a pivotal role in the organisation, at a critical time in the Charity’s development. You will work alongside the CEO and ensure that the Charity runs smoothly, over and above that you will support fundraising to ensure an expanding and dynamic future for the Charity, its students and art history. You will be passionate about the importance of offering first-class art history education and associated opportunities to students from all backgrounds. This role has the scope to expand as the incumbent demonstrates capability, and as the Charity grows.

**The job**

**Fundraising**

* Supporting and communicating with donors and stakeholders to help sustain repeat and new donations, time permitting
* Researching and drafting funding applications
* Identify fundraising opportunities and tracking them for follow-up
* Update and manage Salesforce
* Update funding application tracking sheets, support fundraising team with collation of fundraising material e.g. supporters’ updates and formatting applications
* Coordinate fundraising material and supporters’ updates and campaigns with CEO
* Liaising with supporters’ circles e.g. Young Patrons, Patrons, Benefactors
* First point of contact for Christie’s and other external stakeholders

**Central charity administration**

* Potentially minuting meetings
* Collating and formatting board reports
* Planning fundraising and internal events
* Overseeing updates of the charity’s website and associated fundraising portals
* Liaising with trustees and external stakeholders
* Helping draft budgets and evaluate expenditure
* Supporting the research of and helping to devise new courses and educational initiatives
* Liaising with charity bookkeeper with respect to expenses and invoices
* Drawing up invoices and receipts e.g. for donations
* Issuing and collating Gift Aid forms
* Monitoring and responding to, as directed, email accounts: info@, supporters@, rsvp@
* Supporting Student Operations Officer and Lead Teacher as appropriate e.g. with onboarding of students to courses and systems, alumni communications e.g. mailshots and events
* Updating google drive with Charity documents and ensuring systems followed for Course administration filing by Student Operations Officer and Lead Teacher

**The Person**

We’re looking for someone who can demonstrate:

* First-class attention to detail and responsiveness
* Great organisational skills (events experience a huge bonus)
* Strong verbal and written communication skills
* The initiative to follow-through tasks without constant oversight
* Diplomatic, adaptable and flexible
* A commitment to the Charity’s vision and ethos
* Flexibility, resourcefulness and adaptability
* Strong systems skills (MS Office, Google tools)

*Additional Desirable Skills/Experience;*

* Experience of liaising with high-net worth individuals
* Experience in supporting, tracking, and drafting funding applications is desirable
* Experience of using Salesforce and Sage an advantage
* To have undertaking safeguarding training
* A background in / experience of the arts/ art history or of educational settings

We are committed to the safeguarding and promoting the welfare of young people. An enhanced Disclosure and Barring Service (DBS) check will be completed on the successful applicant.

**About us**

Only eight state schools in the country currently offer History of Art A level yet the creative industries added over £100 billion to the UK economy. We think that art history shouldn’t belong to just the handful of people who currently have the opportunity to study it, but that every young person, regardless of background, should be able to enjoy and benefit from our rich visual culture

Since 2016, AHLU has delivered art history education to students of all backgrounds through programmes at the Wallace Collection and the National Gallery, where art history is taught ‘live’, face-to-face with some of the world’s greatest masterpieces, and subsequently online during the pandemic, and now as a hybrid course, based at the Courtauld Institute of Art.

We know we’re making a difference. In stark contrast to sector norms, over half our students are from BAME or widening participation backgrounds. Our students are vocal about the difference AHLU has made to them - opening up the world of the visual arts, helping them get a recognised qualification, or even directing them towards the arts sector in their future careers.

Art History Link-Up (charity registration number 1172792) is a Charitable Incorporated Organisation (C.I.O.), registered address The Old Rectory, Wiggonholt, West Sussex RH20 2EL. For more information visit www.arthistorylinkup.org.