



## Art History Link-Up: Charity Operations Manager

The Charity Operations Manager ('COM') at Art History Link-Up (AHLU) will play a vital role in the Charity, supporting the CEO and founder, Rose Aidin. You will provide strong leadership, innovative operational strategies, and creative approaches to projects. This pivotal position contributes to AHLU's growth and expansion, encompassing new partnerships, locations, courses, and communication campaigns. 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. This role has the scope to expand as the incumbent demonstrates capability, and as the Charity grows.

### Responsibilities:

#### General

- Support the CEO in day-to-day operations, occasionally deputising as appropriate.
- Build and maintain relationships with partners, stakeholders, funders, and colleagues.
- Oversee efficient practices, adherence to policies, and operational effectiveness.
- Support fundraising initiatives and explore income streams for sustained growth.
- Improve processes and optimise organisational procedures for efficiency.
- Assist with charity administration, compliance, and reporting.
- Coordinate daily operations in collaboration with the CEO and colleagues.
- Foster relationships with key colleagues, funders, partners, and stakeholders.
- Support events and administrative tasks such as calendaring and correspondence.

#### 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
- First point of contact for Christie's and other external stakeholders

#### Central charity administration

- 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
- Liaising with charity bookkeeper with respect to expenses and invoices
- Drawing up invoices and receipts e.g. for donations
- Monitoring and responding to, as directed, email accounts: info@, supporters@, rsvp@
- Supporting Education and Outreach Officer 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 Education and Outreach Officer

### Required Skills and Qualifications:

- Proven success in project coordination and management.
- Strong analytical and strategic thinking skills.



- Excellent written and verbal communication skills.
- Versatility and dedication to efficient productivity.
- Exceptional organisational and prioritisation abilities.
- Confidence in writing reports and conveying complex ideas.
- Experience in data analysis and budget management.
- Proactive, solution-driven mindset.
- Ability to work flexibly and collaboratively in a small team.
- Proficient in data manipulation and presentation with high attention to detail.
- Experience in the education sector (charity programmes, schools, universities).
- Commitment and enthusiasm for our mission.

#### **Desirable Skills and Qualifications:**

- Financial accounting and management experience.
- Strong systems skills (MS Office, Google tools).
- Proficiency in preparing financial reports.
- Knowledge of data management and GDPR compliance.
- Administrative experience to enhance efficiency.
- Planning and leading strategic initiatives.
- Implementing new systems and processes.
- Managing relationships with senior stakeholders.
- Working in small or lean organizations/start-ups.
- Budget development and management.
- Understanding of programme evaluation and reporting.
- Event planning experience.

*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 AHLU:**

Fewer than 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 believe 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 was taught 'live', face-to-face with some of the world's greatest masterpieces. Then subsequently online during the pandemic, and now as a hybrid course, based at the Courtauld Institute of Art. We are currently expanding our work to younger secondary school aged students, outside London, with new hosts, partners, programmes and exciting plans for the future.

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](http://www.arthistorylinkup.org). or contact [info@arthistorylinkup.org](mailto:info@arthistorylinkup.org)

