

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Strategic Relationships & Events Manager
Date: September 2026
Accountable to: Head of Fundraising
Location: Albemarle St, London / hybrid
Contract type: Permanent, part-time - (21 hrs per week) flexible working considered
Salary: c£45,000 per annum FTE

Job purpose

To secure and grow major philanthropic support for the Royal Institution by building and stewarding relationships with major donors, prospects and influential supporters. Working closely with the Head of Fundraising, you deliver a programme of donor cultivation, stewardship and high-quality engagement events that will inspire long-term giving and contribute to the success of the £20 million *Be the Spark* campaign, helping to transform the future of the Ri.

Main responsibilities of the role

Income and Influence Growth

- Work with colleagues to design integrated campaigns around VIP and event moments.
- Identify and qualify new donor prospects via networks, committees, and host circles.
- Track KPIs, forecast income, and deliver board-ready reports and case studies.

Flagship Events Delivery

- Lead end-to-end delivery of signature fundraising events, appeal launches, awards, memorials, openings, and royal/civic engagements.
- Oversee event operations; creative collateral run-of-show, guest experience, seating, scripts, and stage management.
- Manage budgets, timelines, suppliers, venues, production, talent, and risk assessments.
- Ensure accessibility, safeguarding, brand standards, DEI, and risk management.

VIP Relationship Management

- Build and manage tailored engagement plans for VIPs, including cultivation, solicitation, and stewardship.
- Act as primary liaison for Fellows, ambassadors, and high-profile supporters; coordinating briefings, appearances, and protocols.
- Prepare proposals, reports, and talking points; support Director/Chair in VIP meetings.
- Maintain accurate CRM records, pipelines, and contact reports; ensure compliance.

Governance and Protocol

- Manage guest lists for trustees, government, diplomatic, and VIP households; oversee invitations and seating protocols.
- Ensure compliance with charity law, fundraising codes, and health & safety.

Person Specification

Skills, experience and knowledge	
Essential (E) Desirable (D)	
• Proven ability of building excellent relationships and networks internally and externally.	E
• Persuasive communication, proposal writing, and on-stage/run-sheet leadership.	E
• Proven ability to manage multiple priorities, meet deadlines, and maintain accuracy in fast-paced environments.	E
• Success managing VIP relationships in a charity, cultural, or luxury/events setting.	E
• Track record delivering six-figure+ fundraising and high-profile ceremonial events.	E
• Strong understanding of the Ri's mission and activities.	D
• Strong copywriting and briefing materials for executives and principals.	E
• Exceptional stakeholder management, diplomacy, and discretion.	E
• Sponsorship sales and stewardship experience; comfort with senior volunteers/committees.	E
• Project management experience	D
• CRM proficiency (e.g., Salesforce, Raiser's Edge) and data-driven planning.	D
• Experience leading a giving club or members networking group	D

Qualifications	
Degree or equivalent relevant qualification or experience	E
Personal Attributes	
Excellent interpersonal skills with the ability to influence at all levels in a complex environment.	E
Ability to find pragmatic solutions, seek improvements, and adapt to changing situations.	E
Ability to present information, verbally and in writing, in a clear and concise manner, with excellent attention to detail.	E
Highly self-motivated and willingness to support others where needed.	E
Ability to multi-task and work in a fast-paced environment.	E
Results-oriented, proactive networker; resilient and calm.	E
Gravitas, tact, and cultural awareness.	E
An interest in science, technology, engineering and mathematics.	D

Notes:

This job description will be subject to review in the light of changing circumstances and is not intended to be rigid or inflexible but should be regarded as providing guidelines and accountabilities within which the individual works.

The role will involve some evening and weekend working.