AMERICAN ACADEMY IN ROME

Institutional Development Assistant

Location: Rome, Italy
Reports to: Senior Development Officer
Guided by: Director of Development
Supervises: Two seasonal gala interns (April–June)

Founded in 1894, the American Academy in Rome is a leading American overseas center for independent study and advanced research in the arts and humanities. Each year, the Academy awards the Rome Prize to approximately 30 artists and scholars who join a dynamic, transdisciplinary residential community on the Academy's eleven-acre campus on the Janiculum Hill—enriched further by invited Residents and Visiting Artists and Scholars, reaching a community of approximately 100 at any given time. Fellows and Residents have gone on to earn 79 Pulitzer Prizes, 63 MacArthur Fellowships, 5 Nobel Prizes, and 5 Pritzker Prizes, among many other distinctions.

The Opportunity

The Institutional Development Assistant is a key supportive member of the Development team at the American Academy in Rome. The position supports the Academy's fundraising goals through the Friends membership programs, advancement visits and tours, donor data management, and the annual McKim Medal Gala.

Reporting to the Senior Development Officer and guided by the Director of Development, the Institutional Development Assistant will work closely with all members of the Development team. Productive working relationships with programming teams across the institution will also be important to success in this role.

Key Responsibilities

Working closely with the Senior Development Officer and the Director of Development, the position will:

Friends of the Academy and Friends of the Library

- Raise funds to support the Academy's annual fundraising goal.
- Serve as staff lead for Friends of the Academy and Friends of the Library.
- Conceive and manage the annual calendar of Friends events, visits, dinners, and walks.
- Manage Friends print materials, invitations, and mailing timelines.
- Send quarterly renewal letters and reminders, as well as acknowledgment letters.
- Coordinate Friends lunch reservations with the Rome Sustainable Food Project, and process and register payments.
- Organize all aspects of member-only events.
- Prepare and send monthly "Raised to Date" reports on Friends to the Director of Development.
- Assist in reconsidering the role of Friends within a broader membership program.

Advancement Visits and Tours

- Assist with events such as Trustees' Week and VIP visits, as appropriate.
- Serve as primary contact for weekly Academy visits and customized tours of the Library and Archives, Villa Aurelia, and other spaces.
- Send a weekly report on tour visitors to the Director of Development, the Associate Director of Development, the Senior Development Officer, and others as appropriate.
- Enter tour reports into the database.
- Coordinate meals and receptions for groups with the Rome Sustainable Food Project Head Chef.
- Send invoices, and collect and register visit payments for groups.
- Assist Programs staff with special Academy events and any other events involving tours of the Academy.
- Coordinate meetings and meals for VIP guests with Academy leadership.
- Liaise with the Development team on preparation and follow-up for VIP visits.

Programming

- Serve as an important liaison between Development and Programming.
- Attend programming meetings, take notes, and share them with the Director of Development and the broader Development team as appropriate.

Data Management

- Enter data as an integral part of all aspects of the role.
- Support the Development team in transitioning from Raiser's Edge to Salesforce.
- Ensure that every action, or "move," in the donor pipeline is recorded.

McKim Medal Gala – Event Coordination and Production

- Coordinate, together with the Senior Development Officer, the gala timeline, and communicate deadlines to the Gala Chair and relevant Academy staff.
- Attend meetings with the Gala Chair and the Senior Development Officer.
- Track guest RSVPs, compile guest bios, and assist with guest-related tasks as needed.
- Manage and oversee two gala interns (April–June).
- Assist with sending printed invitations to gala table buyers.
- Attend seating meetings and take notes on placement and table plans.
- Take responsibility for all aspects of the Run of Show, and assist with seating and other tasks.
- Coordinate, together with the Senior Development Officer and the Communications team, the production and distribution of gala e-blasts and website updates.
- Review and assist in producing printed materials, including invitations, the program, letters, and sponsorship materials.
- Coordinate deliveries with Villa Aurelia staff, and follow up on vendor agreements with the Villa Aurelia General Manager.
- Coordinate travel and any additional needs for honorees and presenters.
- Ensure all tables are entered in the database.

Qualifications

Required

- Bachelor's degree.
- 1–3 years of experience in development, fundraising, events, or administrative support, preferably in a nonprofit, cultural, or academic institution.
- Fluency in English and Italian, both written and spoken.
- Excellent organizational skills, attention to detail, and the ability to manage multiple priorities and deadlines.
- Strong written and interpersonal communication skills, with a professional and diplomatic manner with donors, guests, and colleagues.
- Flexibility to work some evenings and weekends as required by events, tours, and donor activities.
- Genuine enthusiasm for the Academy's legacy and mission.

Preferred

- Experience with donor databases or CRM systems (Raiser's Edge, Salesforce, or comparable), and proficiency in Microsoft Office.

Candidate Profile

The ideal candidate will be a highly organized, proactive team player who enjoys working with people and thrives in a fast-paced, international environment. They will bring discretion, sound judgment, and a strong service orientation, along with the curiosity and initiative to contribute to the growth of the Academy's fundraising and membership programs.

Compensation, Contract & Location

Compensation: €25,000–€29,000 gross per year

Salary is based on a range of factors that include relevant experience, knowledge, skills, and other job-related qualifications.

Contract: Fixed-term contract (contratto a tempo determinato) of up to 12 months.

Based at the Academy's offices on the Janiculum Hill in Rome, Italy.

To Apply

Candidates should submit a one-page letter outlining their interest in the Academy and the contributions they expect to make to its mission, along with a current CV. Applications should be submitted to careersrome@aarome.org with the subject line "INSTITUTIONAL DEVELOPMENT ASSISTANT" and will be reviewed on a rolling basis.

Please include in your CV your consent to the processing of personal data in accordance with EU Regulation 2016/679 (GDPR).

This position is open to candidates of all genders, in accordance with Italian Law 903/1977 and Legislative Decree 198/2006.

The American Academy in Rome is an Equal Opportunity Employer. AAR believes that a diverse community makes for a stronger institution, and actively encourages applications from candidates of all backgrounds, identities, and lived experiences. We are committed to a hiring process that is equitable, inclusive, and free from bias, and to building a community that reflects the breadth of the artistic and scholarly traditions we support.