



Post: Development Manager, Collections
Reference: TG2539
Band: 3L
Department: Major Gifts, Development
Contract: Permanent
Hours: Full-time
Reporting to: Head of Collection Development
Responsible for: Projects Officer, Collections
Location: Millbank, London

Background

Tate's vision is to serve as artistically adventurous and culturally inclusive art museums for the UK and the world. We deliver this through activities in our four galleries across the UK (Tate Liverpool, Tate St Ives, Tate Britain and Tate Modern), our digital platforms and collaborations with our national and international partners. At the heart of Tate is our collection of art, which includes British art from the 16th century to the present day, and international modern art from 1900 to the present day.

The Tate Development Department was founded in 1990 to raise funds from the private sector for revenue and capital projects at Tate. It has expanded over the years to meet growing gallery needs and is now one of the most successful arts fundraising teams in the UK. Within the Development Department, the Collection Development team works with Tate's curators and major donors to secure gifts of art and cash to grow and strengthen the national collection, and to support the programmes and activities the collection inspires.

You can find further information about Tate on our website: www.tate.org.uk

Purpose of the Job

Secure gifts of art and cash from a portfolio of major donors to support Tate's collection, and contribute to the strategic relationship development of past and prospective donors to the collection.

Main Activities/Responsibilities

Strategy and Management

- Support the Head of Collection Development in implementing short and long-term strategies to maximise income and gifts to develop the Tate collection, in consultation with the Directors of Collection (British and International Art).

- Support the Head of Collection Development in carrying out ongoing benchmarking exercises and reviews that consider how Tate can make the most of its resources and opportunities to develop the collection through donations of cash and works of art.
- Provide effective line-management of the Projects Officer, Collections including overseeing workload, conducting performance reviews and supporting professional development.

External Relationships and Fundraising

- Deliver annual income and in-kind targets of c. £2m per annum to develop Tate's collection.
- Proactively manage a portfolio of major donors and prospects for Tate, assessing donor aspirations to identify links with priority collection projects and delivering a world-class stewardship programme.
- Support the Head of Collection Development in implementing innovative and creative ways to communicate collection needs to potential major donors, drafting well-targeted proposals and funding applications to support collection causes, and delivering informed and well-targeted approaches for gifts of art and cash.
- Successfully manage relationships with a portfolio of independent charities and funding bodies that support Tate's collection, including delivering varied packages of engagement opportunities and ensuring reporting requirements are met.
- Develop effective relationships with high-level donors, external volunteers and advocates to promote the objectives of Tate, identify new prospects, and collect feedback on activity.
- Support the planning and delivery of cultivation and solicitation meetings with current and potential major donors involving Tate senior management and external volunteers, including generating effective briefing materials and ensuring appropriate follow-up.
- Attend and host out-of-hours events as necessary, capturing and recording donor intelligence and feedback before, during and after Tate events.

Internal Relationships and Collaboration

- Build strong working relationships with colleagues across Tate, including the Legal, Policy and Planning, Collection Care, Finance, Library and Archive, and Curatorial teams, as well as the offices of Tate's Directors, to ensure productive cross-team liaison on collection-building activities.
- Work closely with the Head of Collection Development and other colleagues across Development to maintain consistent stewardship across Tate's various donor groups and related activities, and effective sharing of contacts, information and expertise.
- Attend relevant collection-related meetings and provide clear and effective reporting on relationships managed within the Collection Development team.

Operational

- Adhere to best practice in prospect cultivation, solicitation and stewardship, ensuring that the appropriate ethical policies and practices of Tate are followed.
- Manage the research process for collection donors and prospects, making effective use of Tate's prospect tracking systems and ensuring accurate recording of data.
- Oversee the Projects Officer, Collections in maintaining expenses and expense records in relation to collection projects and activities.
- Regularly monitor pledges and gifts received, ensuring that progress reporting and financial tracking is accurate and up-to-date.

- Regularly monitor the progress of acquisitions through Tate's internal processes, ensuring timely and appropriate communication with current or potential donors.
- Ensure donor records are kept accurate and current, making best use of Tate's databases.

Person Specification

Essential

- A successful, personal track record in fundraising and/or donor or client development.
- Demonstrable experience of relationship management and a personal track record of success with developing and maintaining a strong network of contacts.
- Excellent interpersonal and presentation skills, with the ability to liaise confidently and diplomatically both externally and internally at all levels and with individuals from a variety of cultures and backgrounds.
- Excellent written and verbal communication, with the ability to craft a compelling case for support and to convey it effectively both in written copy and face-to-face.
- Excellent organisational and project management skills, with the ability to juggle a range of projects and deadlines involving multiple stakeholders and to work calmly under pressure.
- Entrepreneurial, proactive and self-motivated, with the ability to work unsupervised on daily tasks and to use initiative to achieve results in a fast-paced environment.
- A team player, with the ability to work flexibly, positively and creatively with colleagues to achieve shared goals.
- The ability to deal with confidential and sensitive information with absolute discretion.
- A commitment to, and understanding of, the principles of diversity and inclusion, with the ability to apply and promote these in practice at work.
- A flexible approach to work with the ability to work outside standard hours as required.
- Excellent computer literacy – including knowledge of Windows-based applications, Word, Excel, Outlook, Customer Relationship Management databases, and Internet applications.
- A keen interest in, and commitment to, the work of Tate.

Summary of Terms and Conditions of Employment

Type of Contract

This appointment is offered on a permanent contract.

Working Hours

This post is offered on a full-time contract working 36 hours per week – Monday to Friday.

Salary

An appointment to this post will be made at the minimum of the band at £33,106 per annum.

In addition, this post will attract a market rate allowance of £2,000 per annum.

A review of pay is undertaken annually at Tate through negotiation with the recognised trade unions. Any increases to individual salaries, will be subject to the terms of Tate's annual pay settlement and will be applied from 1 April.

Annual Leave and Public Holidays

Annual leave is 25 working days per annum rising to 27 working days per annum after three years' service. In addition, we offer paid time off for the 8 public holidays and 1 Tate day (on 24 December when the galleries are closed).

Pension Benefits

An important part of the pay and reward package Tate offers employees is the option to join the Civil Service Pension arrangements. These arrangements currently offer a choice of two types of pension:

- **Alpha.** This is a defined benefit occupational pension scheme that currently has a member contribution rate which ranges from 4.6%-8.05% dependent on your salary. As your employer we meet the rest of the cost of the scheme. Further information about this can be found at www.civilservicepensionscheme.org.uk
- **Partnership** pension account. This is a stakeholder pension with a contribution from ourselves. How much we pay is based on your age. We pay this regardless of whether you choose to contribute anything. You do not have to contribute but, if you do, we will also match your contributions up to 3% of your pensionable earnings. The contributions are in addition to the age-related contribution mentioned above.

If you have previously worked for an employer who participated in the Civil Service Pension scheme or other Public Service pension schemes different conditions may apply.

Other Discretionary Benefits

- Interest-free Season Ticket Loan.
- Cycle to Work scheme – enabling you to buy a bike in a tax efficient way, for travelling to and from work.
- Rental deposit scheme – an interest free advance to help towards the cost of a deposit for privately rented accommodation
- Subsidised staff catering arrangements and discounts in the Tate Restaurants and Cafes.
- Access to Tate Benefits which offers access to discounts in high street stores.
- Access to a 24/7 Employee Assistance Programme to support you with any work, personal or family issues. This includes telephone-based support, as well as comprehensive online resources.
- Free entry to paying exhibitions at Tate Galleries. Opportunities for family and friends to visit the major exhibitions out-of-hours.
- Discounts on items purchased in the Tate shops.
- Free access to a number of other galleries and museums throughout the UK on production of a valid staff pass.

Safer Recruitment

Tate is committed to providing a safe environment for all those who work at Tate and all those who come into contact with Tate as visitors to the galleries, as participants in Tate activities, and online. The safe recruitment of all those who undertake work on behalf of Tate is the first step to ensuring that we are fulfilling this commitment.

All positions at Tate are offered subject to the following conditions:

- Receipt of satisfactory references covering the last 3 years of your employment or education.
- Health clearance
- A satisfactory Disclosure Check.
- Proof that you are legally entitled to work in the UK

You can find out more information about our pre-employment checks and what they mean for you in our 'Guidance Notes for Applicants' document.

Diversity and Inclusion

Our aim is to become a truly inclusive organisation with a workforce and audience as diverse as the communities we serve. This is fundamental to Tate's future success and our ability to continue to contribute to culture and society in the UK.

We want our workforce to be more representative of all sections of society at all levels in the organisation. The range of perspectives and experience diversity brings is an asset to our organisation and we want to create an inclusive, welcoming environment for visitors, artists and all those who work at Tate. Tate expects all employees to contribute to this aim as part of their role. More information about diversity and inclusion at Tate can be found on our [website](#).

How to apply

Our opportunities are open for you to apply online. Please visit: www.tate.org.uk/about/workingattate/ to create an account by registering your details or, if you are an existing user, log into your account. For all opportunities we ask candidates to complete an online application form for the vacancy they are interested in. If you need an application form in an alternative format please call us on 020 7887 4997. Once you have submitted your application you can keep track of its progress by logging into your account.

The closing date for the submission of completed application forms is **Monday, 3 February 2020 by 17.00**.

Our jobs are like our galleries, open to all.

