



Post: Head of Development
Reference: TG2448
Band: 2R
Department: Development
Contract: Permanent
Hours: Full-time
Reporting to: Director
Responsible for: Development Manager, Development Officer and Development Assistant
Location: Albert Dock, Liverpool

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.

Tate Liverpool presents a varied and exciting programme of temporary exhibitions, commissions and long-term collection displays, along with an engaging and accessible programme of learning activities and events. Situated in Liverpool's Albert Dock, Tate Liverpool welcomes over 700,000 visitors each year and is the most visited gallery of modern and contemporary art outside London.

The Development department leads and manages all fund-raising activities for Tate Liverpool, devising and implementing strategies for generating public and private sector support in the region of £600,000 core-funding a year. The team works closely with the Development Office in London and all Tate Liverpool departments to coordinate and support the cultivation and stewardship of sponsorship, donations and grants from individuals, companies, charitable trusts and foundations and public sector agencies. The department also supports the delivery of Higher Education partnerships, visitor donations and advocacy and corporate events.

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

Purpose of the Job

To work with the Director, Tate Liverpool and Development colleagues in London to develop and implement the development strategy, ensuring a diverse and sustainable funding portfolio for Tate Liverpool.

Main Activities/Responsibilities

Strategy Development and Management

- Develop and implement Tate Liverpool's fundraising strategy across all existing and potential new income streams and contribute to Tate wide Development Strategy
- Inclusively lead, develop and motivate a team of three staff, to ensure delivery of the fundraising strategy and achievement of targets
- Collaborate with colleagues across Tate Liverpool to cultivate organisation-wide understanding and support of the Tate Liverpool development strategy
- Contribute to developing site-wide policy, communications and management as part of the Tate Liverpool Senior Management Team
- Represent the Management Team and deputise for the Director internally and externally
- Work in collaboration with the senior London Development team to plan the implementation of Tate Liverpool fundraising strategy

Income Generation

- Lead, develop and deliver high level fundraising negotiations across all income streams, including individual giving, Trusts and Foundations, Corporate Sponsors, Higher Education Partnerships and Public Funding
- Work with colleagues to identify Trust and Foundation prospects and to produce and supervise high quality applications which are relevant, competitive and timely
- Embed and support a visitor donations strategy, working closely with the Visitor Experience Team
- Deliver business development and retention strategies for Tate Liverpool's Patrons and major donors, in line with Tate wide standards; working with London colleagues secure individual donors in support of the Tate Liverpool programme
- Develop and oversee a retention strategy for Tate Liverpool's income-generating Higher Education Partnerships, in line with Tate Liverpool priorities and H.E. Partner Research priorities
- Work closely with the Event Sales Manager and Tate Commerce team to support and grow the Corporate Events business
- Build existing corporate support to develop a robust and sustainable income stream appropriate for Tate Liverpool and its market
- Oversee and manage department budgets, contributing to quarterly reforecasts and annual budget planning
- Ensure research and information management systems are in place and used effectively to support and document all public and private sector fundraising activity
- Support the team in developing and maintaining a high standard of prospect research and donor care

Internal and External Relations

- Represent Tate Liverpool at Tate-wide advocacy events and external events
- Establish excellent networks with Tate trustees, advisory group members and other senior volunteers to ensure they are fully engaged with cultivation of donors and sponsors

- Develop extensive networks with existing and potential donors and partners, including Higher Education institutions, Liverpool City Council, the regional business sector, and individual donors and advocates
- Support the Tate Liverpool Director and senior staff in developing relationships to support individual and private sector giving
- Oversee the planning and delivery of a high-quality supporter events programme and work closely with Director's Office to deliver major advocacy events
- Work closely with senior London development colleagues to share objectives and foster effective working relationships in support of Tate Liverpool's strategy

Person Specification

Essential

- A successful personal track record in leading significant fundraising across a variety of income streams at appropriate level
- Demonstrable experience of developing a fundraising strategy and delivering it
- Demonstrable knowledge of the latest developments in private sector fundraising
- Demonstrable knowledge of the principles of supporter cultivation, solicitation and appeal, and experience of managing donor care systems and procedures
- A proven track record of leading and developing high-performing teams
- Proven experience of budget management and financial planning
- Outstanding communications and interpersonal skills and the ability to influence, negotiate and network at the highest levels
- Excellent organisational and project management skills, with the ability to work on a wide range of competing demands and deliver to deadlines.
- A highly collaborative team player with the ability to make an effective contribution to a senior management team and work at the highest level in a complex organisation with competing priorities, including across sites
- Experience of working with senior-level volunteers or Boards to support fundraising
- The ability to articulate Tate's vision and make a compelling case for support for Tate Liverpool
- Experience of creating an inclusive and respectful culture within a team and applying principles of diversity and inclusion in building and maintaining relationships with members and donors.
- A flexible approach and the ability to work outside standard hours and travel regularly to London.
- Experience of using a wide range of IT packages including contact management databases such as Raiser's Edge
- An interest in and commitment to the arts and the work of Tate

Desirable

- Experience of capital fundraising
- Experience of working with HEIs
- Experience of working in an organisation with multiple sites

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. Out of hours working will be required to attend evening events.

Salary

This post is graded on Band 2R of the Tate pay scales.

An appointment will be made circa £38,000 per annum dependent upon the skills and experience of the successful candidate.

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.
- Subsidised staff catering arrangements and discounts in the Tate Restaurants and Cafes.
- Childcare Vouchers Scheme – offering savings on tax and national insurance.
- 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.

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 **Sunday 8 September 2019 at midnight**.

Our jobs are like our galleries, open to all.

