



Job description

Job title	Development Manager, Public Sector
Department	Development
Contract	Permanent
Salary	£26,485 per annum (pro-rata to the full-time equivalent of £33,106 per annum)
Hours	Part-time (28.8 hours per week)
Location	Tate Britain, Millbank, London
Reporting to	Head of Major Gifts

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, Tate St Ives, Tate Britain, Tate Modern, Tate Liverpool and Tate St Ives), 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.

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

About the role

This is an opportunity to fundraise for Tate's mission to make art accessible for all; to help drive Tate into the future, working with inspiring content and ground-breaking projects, in amazing spaces, and as part of a passionate, inclusive and welcoming team.

The Development Manager, Public Sector will work with the Head of Philanthropy to maximise support from a portfolio of public sector funding bodies for Tate's national and international programmes, acquisitions, capital projects and other relevant activities.

About your team

The Tate Development office 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. Motivated and skilled people are key to our continued success, and we want everyone at Tate to have the opportunity to develop and thrive. In this team, you will be encouraged to contribute your ideas, realise your potential, and learn new skills and knowledge.

What you will do

Active Portfolio Management

- Identify suitable projects within Tate's portfolio of activity and develop compelling fundraising strategies, proposals and creative approaches.
- Develop strong relationships with a portfolio of existing and prospective funding bodies and progress their relationship with Tate.
- Maintain and steward relationships and networks within the public sector grant-making field.
- Represent the Public Sector team internally and externally at the highest levels, including to funding bodies, policy makers and colleagues.

Proposal Writing, Cultivation & Project Management

- Project manage a number of major funding applications and proposals and ensure information is collated and submitted in a timely manner.
- Create compelling cases for support and proposals for project extensions or amendments.
- Lead and manage the reporting requirements for existing funded projects, ensuring Tate colleagues understand and adhere to the requirements.
- Undertake comprehensive research prior to and during application processes.
- Maintain an overview of project budgets and regularly liaise with finance on reporting of income and expenditure.

Reporting

- Ensure all grant funding terms and conditions are met, prepare timely reports, and ensure stakeholders are kept informed on a regular, appropriate basis.
- Work with senior colleagues and teams across Tate to deliver these reports and payment requests.
- Ensure the highest standard of stewardship to Public Sector funders.

Internal Relationships

- Work with Tate colleagues to ensure collaborative working on all Public Sector funded projects.
- Liaise with colleagues across Development to ensure expertise and contacts are shared.
- Support the Head of Philanthropy in planning, meeting targets and monitoring progress.
- Provide advice, information, and guidance to colleagues at all levels, ensure funders' requirements are met and support Tate's strategic and business aims.
- Share information with the regional teams in Liverpool and St Ives, directly supporting or working collaboratively to support to any applications and reports as appropriate.
- Report on the status of applications and reports to colleagues on a regular basis and provide easily accessible information to colleagues Tate wide.

- Ensure all records and documentation in relation to reporting and stewardship are kept fully up-to-date.

What you will bring to the team

- A successful, personal track record in fundraising or donor development in the not-for-profit or cultural sectors.
- Proven experience in public sector and/or trust fundraising, including research, making applications and reporting.
- Experience writing high-quality and data-led proposals, creating compelling cases for support and where appropriate presenting to funders face-to face.
- Experience of planning and administering project budgets and presenting financial information to funders.
- Successful track record of developing and maintaining a network of contacts.
- Excellent interpersonal, written and oral communication skills.
- Excellent organisational and project management skills, with the ability to work unsupervised and meet strict deadlines.
- Ability to develop effective relationships and work collaboratively.
- High degree of computer literacy – knowledge of Windows based applications.
- Experience of using Customer Relationship Management (CRM) databases.
- Understanding of the principles of equality and diversity and the ability to apply and promote these in practice at work.
- Interest and commitment to the work of Tate.

The requirements listed here are guidelines, not hard and fast rules. You don't have to satisfy every requirement and we welcome candidates who bring transferable skills. Applying gives you the opportunity to be considered.

Tate for all

Diversity and Inclusion

Our jobs are like our galleries, open to all.

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](#).

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.

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, 22 May 2022 by midnight. Interviews will be held w/c 30 May 2022.

