



Post: Development Manager, Collections
Reference: TG2517
Band: 3L
Department: Major Gifts, Development
Contract: Permanent
Hours: Full-time
Reporting to: Head of Collection Development
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 and contemporary 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

To proactively manage a portfolio of current and prospective major donors to Tate's collection, and the delivery of activity associated with Tate's regional and medium-specific Acquisitions Committees. To support the Head of Collection Development in maximising income from Acquisition Committee donors with the potential to make substantial cash and work of art gifts to Tate, and assist with acquisitions projects as required.

Main Activities/Responsibilities

Strategy & Management

- Work closely with the Head of Collection Development to plan and implement an effective strategy for Tate's Acquisitions Committees, to meet annual income and new business targets and to encourage supporters to increase their involvement with Tate.
- Support the Head of Collection Development in carrying out ongoing benchmarking exercises and reviews that consider how Tate can maximise income and supporter engagement from the Acquisitions Committees.

External Relationships & Fundraising

- Actively cultivate and steward a portfolio of international collectors and patrons of the arts, including making well-informed and targeted approaches to prospective donors and utilising the Acquisitions Committee structure to further engage current donors with Tate.
- Build and maintain strong relationships with Acquisitions Committee supporters, providing outstanding stewardship to meet the needs of a highly discerning and knowledgeable group of individuals from around the world.
- Build effective working relationships with key external volunteers, such as Acquisitions Committee Chairs/Co-Chairs and individual donor advocates, to promote the objectives of the Acquisitions Committees, identify new prospects, and collect feedback on Tate activity
- Manage and deliver cultivation activity associated with a minimum of three Acquisitions Committees, including deliver of Committee meetings, one-off events in London and multi-day travel programmes internationally, in close collaboration with colleagues across Development, Tate curators and Committee supporters.
- Capture and record donor intelligence and feedback before, during and after Tate events.

Internal Relationships & Collaboration

- Build effective working relationships with senior colleagues across Tate to promote the objectives of the Acquisitions Committees and ensure productive cross-department liaison.
- Work closely with Tate curators on Acquisitions Committee activity, with a view to ensuring that the Acquisitions Committees meet their targets and objectives.
- Work closely with Head of Collection Development and other colleagues across Development to maintain consistent stewardship across Tate's membership schemes and affinity groups.
- Attend relevant collection-related meetings and provide clear and effective reporting on the relationships managed through the Acquisitions Committees.

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 Acquisitions Committee donors and prospects, making effective use of Tate's prospect tracking systems and ensuring accurate recording of data.
- Implement agreed strategies for securing annual contributions from Acquisitions Committee supporters in a timely manner, with a view to meeting yearly targets for donor retention.
- Manage the planning, delivery and follow-up of formal meetings for a minimum of three Committees, including: agreeing content with senior Development colleagues, Tate curators and Committee Chairs; setting agendas and producing relevant papers; meeting room set-up; and delivering post-meeting actions as appropriate.
- Manage production and distribution of all printed and electronic communications for a minimum of three Committees, ensuring that they are accurate, compelling and up-to-date in keeping with Tate Style guidelines.
- Oversee the Development Officer, Collections in maintaining expenses and expense records in relation to the Acquisitions Committees.
- Regularly monitor Acquisitions Committee income, including providing monthly financial reports the Head of Collection Development and assisting in completing quarterly reforecasts.
- Ensure donor records are kept current and accurate.

- Attend out-of-hours events and international travel programmes as necessary.
- Keep up-to-date with practice in the field.

Person Specification

Essential

- Experience and a personal track record of success with face-to-face 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 face-to-face and in written copy.
- Excellent time and project management skills, with the ability to work calmly under pressure and to multiple tight deadlines.
- 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.
- Numerate, with the ability to monitor and deliver income against targets and familiarity with financial tracking.
- A team player, with the ability to develop productive relationships with colleagues across Tate and to work positively and creatively to achieve shared goals.
- The ability to deal with confidential and sensitive information with absolute discretion.
- Awareness of and commitment to the principles of diversity and inclusion.
- 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.

Pay and Benefits

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

This post is graded in Band 3L of Tate's Pay Bands. An appointment to this post will be made up to **£35,106** per annum, inclusive of a £2,000 per annum market rate allowance.

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

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

Tate is proud of its commitment to diversity which is set out in our [Tate for All strategy](#). This strategy aims to improve diversity at Tate through a process of organisational change to make diversity part of everything we do. Tate expects all of its employees to contribute to diversity as part of their role.

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 in to your account.

The closing date for the submission of completed application forms is **Monday 9 March 2020, midnight**.

Our jobs are like our galleries, open to all.

