



Post: Development Officer, Collections
Reference: TG2542
Band: 4L
Department: Major Gifts, Development
Contract: Permanent
Hours: Full-time
Reporting to: Development Manager, Collections
Location: Millbank, London

WHO WE ARE AND WHAT WE DO

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 office was founded in 1990 to raise funds from the private sector for revenue and capital projects at Tate and is now one of the most successful arts fundraising teams in the UK. It is responsible for all fundraising at Tate, implementing strategies to raise support from corporate events, membership and sponsorship, trusts and foundations, the public sector and individual donors. Within this, the Collection Development team raises funds to realise significant lifetime and legacy gifts of cash and works of art, across the whole of the Tate's collecting remit, and to support the programmes and activities that the collection inspires.

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

ABOUT THE ROLE

As a Development Officer, Collections you will provide organisational and administrative support to two Development Managers, Collections in order to sustain the activities of Tate's Acquisitions Committees, strengthen the gallery's international network and realise major new acquisitions for the Tate collection.

WHAT WILL YOU DO AS A DEVELOPMENT OFFICER COLLECTIONS AT TATE

Donor Cultivation and Stewardship

- Ensure first-class stewardship of all Acquisitions Committee supporters, providing excellent donor care by responding to queries proactively, swiftly and effectively.
- Assist in the planning and delivery of activity associated with the Acquisitions Committees, including formal Committee meetings as well as one-off cultivation events in London and multi-day research programmes internationally.

- Assist the Development Managers, Collections with the development, production and distribution of printed and electronic communications related to the Acquisitions Committees, ensuring they are accurate, compelling and up-to-date in keeping with Tate style guidelines.
- Support the Development Managers, Collections in providing well-researched donor intelligence to relevant stakeholders before, during and after Tate events and meetings, and ensure feedback is accurately recorded within Tate's systems.
- Attend Committee meetings and out-of-hours Tate events as reasonably required.

Internal Relationships

- Build and maintain strong working relationships with colleagues across Development, Curatorial, Finance and elsewhere across Tate, as well as the Tate Americas Foundation, to promote the objectives of the Acquisitions Committees and ensure productive cross-team liaison.

Operations

- Manage the overall administration of the Acquisitions Committees.
- Assist with the planning, delivery and follow-up of formal Committee meetings, including: setting agendas, drafting and circulating papers, meeting room set-up, taking and circulating minutes, and collating post-meeting actions as necessary.
- Develop and maintain systems to effectively track, coordinate, and monitor the process by which works are acquired with Committee support, including updating Development Office databases and records, in collaboration with relevant colleagues.
- Support the research process for Acquisitions Committee donors and prospects, making effective use of Tate's prospect tracking systems and ensuring accurate recording of data.
- Adhere to best practice in prospect cultivation, solicitation and stewardship, ensuring that the appropriate ethical policies and practices of Tate are followed.
- Manage and maintain expenses and expense records in relation to the Acquisitions Committees.
- Assist the Development Managers, Collections with tracking the financial performance of the Acquisitions Committees, including: managing income spreadsheets, inputting all accounts transactions, monitoring relevant donations from Tate Americas Foundation, and liaising with Tate's Finance Department.
- Keep correspondence, events, finance files and databases up-to-date and relevant.
- Regularly monitor the display and crediting of works acquired through the support of the Acquisitions Committees or individual Committee members, both within Tate's galleries and worldwide, ensuring this information is disseminated to relevant parties.

WHAT WILL YOU BRING TO THE ROLE

- Demonstrable administrative, organisational and planning skills gained in an environment where strong client relationship management and excellent customer service is essential.
- Clear written and verbal communication skills
- Excellent interpersonal and presentation skills, with the ability to liaise effectively and diplomatically with people at all levels both internally and externally and with individuals from a variety of cultures and backgrounds.
- Proactive and self-motivated with excellent time management skills, including the ability to juggle competing priorities whilst delivering to multiple tight deadlines.
- Ability to work calmly under pressure in a fast-paced environment.

- The ability to deal with confidential information with absolute discretion.
- Excellent attention to detail especially when tracking financial information.
- A team player with the ability to work collaboratively, positively and creatively with colleagues to achieve shared goals.
- Excellent computer literacy – including knowledge of Windows based applications such as Word, Excel, Outlook, and PowerPoint.
- A strong understanding of inclusion and diversity, with experience of proactively applying and promoting these at work.
- Interest 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. Due to the nature of your role it is a requirement that you undertake occasional out of hours working.

Salary

This post is graded on Band 4L of the Tate pay scales.

An appointment to this post will be made at the minimum of the band at £26,959 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
- 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 **Sunday, 9 February 2020 at midnight.**

Our jobs are like our galleries, open to all.

