



Job description

Job title	Head of Fundraising Intelligence
Department	Development
Contract	Fixed term (Maternity Cover)
Salary	£45,000 per annum
Hours	36 hours per week
Location	Tate Britain, Millbank, London
Reporting to	Deputy Director Development (Strategy & Operations)
Responsible for	Prospect Development Manager Research Officer Research Administrator

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.

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

About the role

To facilitate increased fundraising by developing, managing, and delivering a high-quality, robust, and responsive Research and Prospect Management function informed by data, sector, and global socio-economic insights.

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. The majority of personnel are based in London with staff in St Ives and Liverpool as well as an independent charity in New York that raises funds in support of Tate's work.

What you will do

Strategy and Planning

- Define and manage the strategic approach to the provision of a comprehensive, robust and high-performing Research and Prospect Management function.

- Lead and manage the Research team, including monitoring and evaluating individual team member's performance as you support them in their personal and professional development.
- Ensure active collection, dissemination and use of data, sector and global socio-economic insights to identify relevant prospects and to support strategic decision making.
- Identify departmental strategic goals to understand objectives and implement a robust approach to service delivery to meet these needs and priorities.
- Actively prioritise research requests to ensure a balanced team workload in line with Divisional priorities based on need, urgency and level of research required.
- Manage the use and availability of research resources to ensure timely, efficient and cost-effective service provision.
- Identify times of high demand and prepare strategies to ensure ongoing quality of service provision.
- To carry out any other duties commensurate with the post.

Research Function

- Ensure the effective identification and research of prospects for fundraising campaigns.
- Ensure the provision of accurate and updated briefing notes on individuals attending Tate events.
- Ensure all research is concise, accurate, balanced, sensitive to the requirements of the readership and produced to agreed deadlines.
- Facilitate and ensure proactive investment in Research team members' knowledge-building in relevant sectors and geographic areas.
- Ensure that new sources of intelligence are identified.
- Manage appropriate systems and tools for collecting and disseminating information on prospects while adhering to the Data Protection Act, GDPR and other directives including Tate records management policies.
- Ensure that research is carried out creatively, identifying new potential prospects and their connections with Tate or the visual arts and to advise Development staff of the most appropriate route of access to specific prospective donors.
- Ensure the Development database and relevant research files are regularly updated.
- Ensure that new prospective donors are brought forward to relevant meetings for discussion of strategy and possible allocation to individual fundraisers.
- Assess and advise on prospective donors (individuals and organisations) suggested by senior volunteers.
- Ensure effective training and guidance to support colleagues in undertaking their own research activities.
- Manage the effective use of on and off-line research tools to ensure best use within the
- Work with the Deputy Director (Strategy & Operations) to provide guidance for research and due diligence undertaken by departments outside of Development.

Due Diligence

- Ensure that due diligence research is undertaken in line with Tate's Donation and Ethics policies.
- Work with the Deputy Director (Strategy & Operations) to manage the due diligence review process including the provision of accurate and relevant information to the Director of Development, Tate Directors and Tate's Ethics Committee as required.

- Ensure the monitoring and tracking of selected individuals, companies and organisations in the public domain to maintain a process of ongoing due diligence.
- Update and maintain procedures for due diligence research, training colleagues as required and ensuring accurate filing, physically and electronically, of due diligence materials.

Prospect Management Strategy

- Work with the Prospect Development Manager to ensure a robust Prospect Management Strategy that enhances fundraising activities. This will include monitoring the allocation and review of prospect pools and regular prospect tracking activities.
- Carry out regular reviews of the strategy to ensure continual improvements.

What you will bring to the team

- Experience of planning, implementing, and managing a robust, responsive and customer driven Research and Prospect Management function within a fundraising environment.
- Demonstrable experience of preparing and providing quality and accurate research for a range of audiences.
- Demonstrable experience of undertaking due diligence research to identify ethical, reputational and other risk areas, collating information for the purposes of decision making and providing considered recommendations on the implications of these risks.
- Demonstrable experience of delivering an effective Prospect Management strategy.
- Demonstrable experience of seeking, evaluating and targeted dissemination of information to inform effective decision making.
- Experience of line managing staff to achieve objectives and encouraging professional and personal development.
- Experience of active negotiation and prioritisation of work requests with senior colleagues.
- Excellent writing skills with a particular ability to put together concise and relevant written information tailored to a particular audience.
- Excellent attention to detail with the ability to work accurately and methodically at all times.
- Initiative and resourcefulness in identifying research sources to gather data, including experience of working with on and off-line research resources.
- Excellent data management skills and demonstrable experience of using relational databases to record and manage accurate information.
- Extensive experience of the use of Microsoft Office packages (e.g. Word, Excel).
- A highly organised and flexible approach to work and the ability to plan and prioritise a varied and busy workload and deliver agreed outputs to deadline.
- Excellent interpersonal skills with the ability to communicate effectively with a wide range of people both internally and externally and to build and maintain effective working relationships.
- Experience of creating an inclusive and respectful culture within a team and applying principles of diversity and inclusion in building and maintaining relationships with colleagues
- Able to work effectively as part of a team and individually.
- An interest in and commitment to the work of Tate.

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 19 September by midnight.**

