



Post: Strategic Projects Officer
Reference: TG2382
Band: 4L
Department: Development
Contract: Fixed- term
Hours: Full-time
Reporting to: Philanthropy, Strategic Projects Manager
Location: Millbank, London

Background

Tate aims to be the most artistically adventurous and culturally inclusive global art museum. We deliver this aim 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 Development office, founded in 1990, is counted among the most established and successful fundraising teams in the UK, not only within the arts sector but across the not-for-profit spectrum. The team continues to expand to meet the growing needs of its four gallery sites and their respective programmes. The majority of personnel are based in London, with staff in St Ives and Liverpool, and an affiliated US charity, the Tate Americas Foundation, based in New York.

The Development office is responsible for all fundraising at Tate, implementing strategies to raise support from the Private sector for a variety of revenue and capital projects. It raises money from corporate events and membership, and sponsorship, trusts, foundations, the public sector and individual donors.

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

Purpose of the Job

To support the Philanthropy, Strategic Projects team to deliver the strategic projects fundraising plans and assist in developing excellent relationships with donors.

Main Activities/Responsibilities

Strategic projects fundraising

- Support the implementation of the fundraising strategy for Strategic Projects.
- Gather information regarding the Strategic Projects and order this information appropriately, writing carefully crafted text for proposals.

- Prepare briefings for meetings with prospects as well as post meetings debrief.
- Support the preparation of reports and presentation for key internal and external meetings.

Strategic projects cultivation and stewardship

- Support the delivery of first-class stewardship for Tate's benefactors.
- Draft letters and e-mails and respond to enquiries.
- Draft reports for funders and ensure deadlines are met.
- Ensure delivery of donor benefits and crediting in liaison with Development colleagues.
- Assist the Philanthropy, Strategic Projects team with nominating donors for events.
- Assist with preparation of stewardship planning and strategy information and lead on relevant projects.

Provide high level administrative support

- Provide a flexible and effective support service to the Philanthropy, Strategic Projects team.
- Accurately record information in the internal database [Raisers Edge] to appropriate performance standards.
- Liaise with Curatorial and Projects teams when required.
- Liaise with the Advocacy and Events team regarding donor events.
- Attend events when required to meet, greet and assist guests.

Person Specification

Essential

- Proven ability to proactively manage multiple and changing priorities.
- Excellent written communication skills - the ability to draft and prepare accurate written documentation in an appropriate style.
- Proven relevant administrative experience, preferably gained within a fundraising department or similar, in an organisation of equivalent complexity to Tate.
- A flexible and proactive approach to work with strong organisational skills and the ability to prioritise a varied workload and work accurately under pressure to meet deadlines.
- Excellent interpersonal, diplomatic and influencing skills and the ability to deal confidently and appropriately with individuals at the highest-level including handling confidential and sensitive information.
- Ability to inspire confidence and represent Tate externally.
- Ability to work calmly under pressure and to tight deadlines.
- Accuracy with a keen eye for detail including demonstrable proof-reading skills.
- Ability to work positively and supportively as part of a team.
- Computer literacy – including knowledge of Windows based applications, and ability to use Word, Excel, Outlook, Internet applications and experience of in recording accurate information in a contact database management.
- A commitment to, and understanding of, the principles of diversity and the ability to influence the behaviour of others to create a positive and inclusive working environment.
- An interest and commitment to the work of Tate.

Summary of Terms and Conditions of Employment

Type of Contract

This appointment is offered on a fixed-term contract of 12 months.

Working Hours

This post is offered on a full-time contract working 36 hours per week – Monday to Friday.

Salary

An appointment to this post will be made at the minimum of the band at £25,774 per annum.

Annual Leave and Public Holidays

Annual leave is 25 working days per annum.

In addition, we offer paid time off for the 8 paid public holidays and 1 Tate day (on 24 December when the galleries are closed) on a pro rata basis according to the duration of the contract.

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 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 31 July 2019 by midnight.**

Our jobs are like our galleries, open to all

