



**Post:** Development Manager, Public Sector  
**Reference:** TG2369  
**Band:** 3L  
**Department:** Major Gifts and Public Sector, Development  
**Contract:** Permanent  
**Hours:** Full-time  
**Reporting to:** Head of Programmes & Public Sector, 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 art from 1900 to the present day.

The Tate Development Office was founded in 1990 and is one of the most established and successful fundraising teams in the UK. It continues to expand to meet the growing needs of our four galleries and their respective programmes. The Development Office is responsible for all public and private fundraising at Tate, implementing strategies to raise support for all projects, including growing the collection, funding capital projects and supporting the core programme.

The Major Gifts team is responsible for securing major gifts and grants from individuals, trusts, foundations and public funding sources in support of Tate's activity. The Programmes and Public Sector team sits within a wider Major Gifts teams and is responsible for raising funds towards exhibitions, conservation, learning, archive and special projects.

You can find further information about Tate on our website: [www.tate.org.uk](http://www.tate.org.uk)

## **Purpose of the Job**

To work with the Head of Programmes & Public Sector in maximising new support from a portfolio of public sector funding bodies for Tate's national and international programmes, acquisitions, capital projects and other relevant activities.

## **Main Duties/Responsibilities**

### **Active Portfolio Management**

- Develop and implement funding strategies for current and future projects and activities
- Develop strong relationships with a portfolio of funding bodies, to enable preliminary conversations and advice prior to funding applications.
- Maintain relationships and networks within the public sector grant-making field, including existing Tate funders, and to remain the main point of contact post-funding.
- Represent the Public Sector team internally and externally at the highest levels, including to funding bodies, policy makers and sector colleagues.

### **Proposal Writing and 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,
- Liaise with finance to ensure the reporting of income and expenditure is updated regularly
- Maintain an overview of all project budgets.

### **Prospect Cultivation and Solicitation**

- Manage own pool of prospects progressing their relationship with Tate
- Identify suitable projects within Tate's portfolio of activity and develop compelling proposals and creative approaches. Work with the Research team to undertake comprehensive research prior to and during application processes.

### **Reporting and Stewardship**

- Deliver an excellent programme of stewardship for all key Public Sector contacts,
- Ensure all grant funding terms and conditions are met, prepare timely reports, and ensure stakeholders are kept informed on a regular, appropriate basis.
- Responsible for the successful delivery of a range of Public Sector funding reports in support of Tate's key priorities.
- Work with senior colleagues and teams across Tate to deliver successful reporting, and to project manage all aspects of payment requests
- Ensure the highest standard of stewardship to Public Sector funders, and to take responsibility for monitoring and financial reporting, ensuring that Tate meets its contractual requirements to 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 Programmes and Public Sector in planning and adhering to the strategy for 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, offering support to their applications and reports as appropriate.
- Report on the status of applications and reports 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.

### **Person Specification**

#### **Essential**

- A successful, personal track record in fundraising or donor development in the not-for-profit or cultural sectors
- Demonstrable experience of relationship management and a successful track record of developing and maintaining a network of contacts
- Experience of planning and administering project budgets and presenting financial information to funders

- Excellent interpersonal, written and oral communication skills with the ability to write a compelling case for support and to communicate this effectively through both face-to-face presentations and written proposals
- Excellent organisational and project management skills, with the ability to work unsupervised and manage a busy workload to meet strict deadlines
- Ability to develop effective relationships and work collaboratively with colleagues in the department and wider departments across different sites
- A team player able to work flexibly, positively and creatively with colleagues to achieve shared goals
- High degree of computer literacy – knowledge of windows based applications, including experience of using a relationship database
- Proven experience of public sector and/or trust funding, including applications, reporting and stewardship
- 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.

## **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.

### **Salary**

This post is graded on Band 3L of the Tate pay scales.

An appointment to this post will be made at the minimum of the band at £31,742 per annum. In addition, this post will attract a market rate allowance of £2,000 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](http://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/](http://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, 30 June 2019 at midnight**.

*Our jobs are like our galleries, open to all.*

