



**Post:** Prospect Development Manager  
**Reference:** TG2315  
**Band:** 3L  
**Department:** Development, Operations  
**Contract:** Permanent  
**Hours:** Full-time  
**Reporting to:** Head of Research & Data, Operations, 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 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, corporate membership and sponsorship, trusts and foundation, the public sector and individual donors.

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

## Purpose of the Job

To support increased funding activity by providing high quality, accurate and relevant research and leading on the prospect management strategy. This will include producing prospect lists, assessing capacity, compiling short research profiles and identifying new fundraising prospects for colleagues across Development as well as senior external volunteers, including Tate Trustees.

## Main Activities/Responsibilities

### Strategy and Planning

- Work with the Head of Research & Data to implement, evaluate and continuously develop the prospecting strategy for high priority projects
- Proactively identify departmental strategic goals to understand needs and priorities and implement a robust approach to service delivery to meet these needs
- Monitor and highlight changes in the external environment that present an opportunity or pose a threat to Tate's prospect management strategy

## **Research**

- Work closely with senior colleagues across Tate to identify individuals capable of making a gift of £100,000 or more
- Analyse the fit between a prospective donor and Tate/the project that requires funding
- Monitor and track the activity of selected individuals, companies and organisations in the public domain to ensure a process of ongoing due diligence and appropriate use of opportunities.
- To gather and disseminate information about the networks of donors and potential donors, identifying who knows who, how well and in what context
- Prepare detailed research profiles on prospects for management and senior volunteers and update these on a regular basis.
- Ensure relevant information is captured on the Development database (Raiser's Edge).
- Manage specific research projects from inception to completion, as agreed with the Head of Research & Data

## **Prospect Management**

- Ensure there is a strong pipeline of high capacity prospects for priority projects (which may at times include both capital and revenue fundraising), working with colleagues across Development as well as senior external volunteers (including Tate Trustees) and highlighting upcoming opportunities for cultivation
- Monitor the progress of prospects against agreed milestones
- Lead on scheduling regular pool reviews and encourage effective prospect management across the division and in selected other departments, with the support of the Head of Research & Data
- Support the smooth transfer of contacts when post holders or responsibilities change, ensuring that all high-level donors and priority prospects are always adequately covered
- Work closely with fundraising teams and ensure effective information flow across the team.
- To ensure that new prospective donors are brought forward to relevant meetings for discussion of strategy and possible allocation to individual fundraisers.
- Provide Prospect Management Training for colleagues across Tate.

## **Management of Resources**

- Manage a robust Prospect Management Strategy across Development which enhances fundraising activities. This includes monitoring the allocation of prospect pools and regular prospect tracking activities.
- To keep abreast of potential new sources of intelligence and to ensure that colleagues are aware of their availability.
- Actively contribute to a comprehensive research library which supports the fundraising strategy
- Maximise income by sharing knowledge, specialist expertise and experience of a specialist business support area with others to add value to cross-team activities
- Ensure prospect development support is allocated based on need, urgency and level of support required

## **General**

- To carry out any other duties commensurate with the post

## **Person Specification**

### **Essential**

- Demonstrable experience of developing and implementing a robust and responsive prospect management strategy, including experience of creating prospect lists and conducting manager pool reviews.
- Excellent writing skills with the ability to produce, from a potentially wide range of sources, concise and relevant information tailored to a particular audience.
- Able to seek, evaluate and organise information to facilitate effective problem solving, decision making and action.
- Knowledge of international business
- Experience of prospect research gained within a fundraising or marketing environment, including the use of specialised online resources, expertise in evaluating capacity and project fit and a history of successfully identifying £100,000+ prospects
- High degree of computer literacy including the use of contact management databases to record, extract and evaluate information and knowledge of Windows based applications including Word, Excel, Outlook and internet applications
- Strong interpersonal skills with confidence to communicate with a wide variety of people across all levels and the ability to build effective working relationships.
- 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.
- Able to work effectively as part of a team and individually; particularly an ability to work with minimal supervision and prioritise own workload
- An interest in 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.

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 **Tuesday 7 May 2019 by midnight**.

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

