



Post: Strategic Projects Manager
Band: 3L
Department: Development
Contract: Fixed-term
Hours: Full-time
Reporting to: Philanthropy, Strategic Projects Lead
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 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 work closely with the Philanthropy, Strategic Projects Lead on the implementation of strategic project fundraising plans, cultivating relationships at the highest level and implementing new fundraising strategies.

Main Activities/Responsibilities

Fundraising Strategy

- Support the Philanthropy, Strategic Projects Lead to create a solid fundraising strategy for the priority fundraising projects including Tate Modern activation, Tate Collective, Tate Create, Tate Britain transformation and new initiatives.
- Support the Philanthropy, Strategic Projects Lead in developing and in implementing the strategy for an endowment project.
- Working closely with senior colleagues to monitor and evaluate Strategic Projects activity.
- Develop and maintain relationships by managing a portfolio of major donors and prospects for Tate.
- Manage the delivery of stretching targets in support of the full range of Tate's fundraising campaigns.

Cultivation and Stewardship

- Identify potential donors to Tate and develop individual strategies for cultivating and soliciting them for major gifts for the strategic projects, and with a particular focus on building a new pool of donors who can make significant commitments with the aim of raising leadership gifts in this pool.
- Develop and implement innovative and creative ways to engage potential major donors with Tate's vision and funding needs.
- Conduct cultivation and solicitation meetings with potential major donors as agreed and involving senior volunteers, Tate senior management or senior curators where appropriate; brief volunteers, senior management and curators prior to such meetings or events.
- Ensure first-class, bespoke stewardship of Tate's major donors including senior international supporter networks such as the International Council, Tate Foundation, and the Tate Americas Foundation.

Operations

- Make effective use of the prospect management tracking system for donors and potential donors with the aim of increasing the prospect pool to increase their giving to Tate and develop an effective pipeline for endowment fundraising.
- Work closely with the Major Gifts and Corporate teams.
- Lead on the Strategic Projects Working Group, preparing the agendas and monitoring the actions.
- Ensure regular flow of information to the wider Major Gifts and Corporate team, senior colleagues and key contacts across Tate, including colleagues at Tate Americas Foundation.
- Oversee the Team income and expenditure budgets.
- Report regularly on progress to the Major Gifts Heads.
- Ensure the team maintains up-to-date records on donors and communication.
- Adhere to and keep up to date on best practice in prospect cultivation, solicitation and stewardship, and ensure that the appropriate Tate policies are followed.

Person Specification

Essential

- A successful, personal track record in fundraising or donor development to secure significant gifts of £500,000 or more.
- Demonstrable success in stewardship and a successful track record of developing and maintaining a network of contacts.
- Proven experience of managing complex and nuanced donor relationships which require a bespoke approach and a high level of judgement.
- Ability to coach and influence internal colleagues to achieve results.
- Excellent interpersonal, written and verbal communications skills, with the ability to liaise confidently and diplomatically both externally and internally at all levels.
- Ability to develop productive relationships with colleagues both within the Development team and wider departments within Tate.
- Ability to write compelling cases for support and to present those in a clear and effective manner.
- Excellent organisational and project management skills, with the ability to proactively work on a wide range of competing demands and deliver to deadlines.

- High degree of computer literacy – knowledge of Windows based applications, including Word, Excel and Outlook, as well as competency in recording accurate information in a contact database management as well as Internet applications.
- Entrepreneurial with a high level of motivation and initiative and a demonstrable desire to succeed and achieve results.
- A constructive and resilient approach to dealing with work place challenges.
- A positive team player who works flexibly and creatively with colleagues to achieve shared goals.
- A flexible approach to work with the ability to work outside standard hours as required.
- An understanding of, and commitment to, diversity and inclusion.
- An interest in art and the art world.

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

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.

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 **13 June 2019 by Midnight**.

Our jobs are like our galleries, open to all



