



Post: Development Administrator, Legacies & Collections
Reference: TG2353
Band: 5L
Department: Major Gifts
Contract: Permanent
Hours: Full-time
Reporting to: Development Manager, Collections and Legacies
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 and Public Sector team is responsible for securing major gifts and grants from individuals, trusts, foundations and public funding sources in support of Tate's activity. Within the department, the Collection Development team works with Tate's curators and major donors to secure lifetime and legacy gifts of art and cash to strengthen the national collection and support the programmes and activities the collection inspires. You can find further information about Tate on our website: www.tate.org.uk

Purpose of the Job

To provide full administrative support for the Development Manager, Legacies & Collections in fundraising efforts to maximise legacy pledges of cash and works of art to secure Tate's long-term future. To support the wider Collection Development team in securing gifts to build the national collection and for the Development Operations team in delivering the Tate Fund programme.

Main Responsibilities

Administration for Legacy Giving and Lifetime Giving

Administration of Legacy Donors, Prospects and ad-hoc Lifetime Donations

- Support the Development Manager, Legacies & Collections with implementing fundraising initiatives in support of Tate's Legacy programme and collection strategy

- Support the Development Manager, Legacies & Collections in carrying out ongoing benchmarking exercises that consider how Tate can make the most of its resources and opportunities to promote the importance of legacy giving
- Act as a first point of contact for legacy and collection donors and prospects, including answering phone calls and e-mails in a timely and appropriate manner
- Adhere to best practice in prospect cultivation, solicitation and stewardship, ensuring that the appropriate ethical policies and practices of Tate are followed
- Administratively assist the Development Manager, Legacies & Collections and keep accurate diary records across all their activity
- Manage the administrative process for thanking legacy donors, and for notifying them when artworks secured through legacy gifts go on display at all Tate sites or elsewhere
- Take primary responsibility for processing and tracking legacy gifts and pledges, in liaison with colleagues across the Development, Operations, Collection Care, Finance and Curatorial departments as well as with the Tate Americas Foundation
- Track legacy donors' benefit provision and help administer the seasonal event nomination process for the legacy donors, to ensure delivery of a flexible and proactive first-class stewardship programme
- Regularly ensure donor and prospect records are kept accurate and current, making best use of Tate's databases and paper and electronic filing systems
- Regularly monitor and maintain legacy-related expenses and expense records, ensuring that events, cultivation and stewardship expenditures are flagged in commitment logs and processed through Tate's finance systems accurately and in a timely manner
- Support the research process for legacy donors and prospects, making effective use of Tate's prospect tracking systems and ensuring accurate recording of data
- Support the Development Manager, Legacies & Collections in sourcing and coordinating information for fundraising proposals for individuals and in relation to the Arts Council England -administered Acceptance in Lieu and Cultural Gifts Schemes

Legacy messaging, communications and events

- Work with the Tate Media team on the legacy website pages, ensuring they are kept updated with new content, including news of gifts, acquisitions and events
- Support the Development Manager, Legacies & Collections in implementing innovative and creative ways to promote legacy giving in printed materials, external marketing initiatives and dedicated appeal campaigns
- Work directly with the Advocacy and Events team, as well as with colleagues across Development, on the organisation and delivery of Legacy stewardship and cultivation events, including the annual programme for Tate's legacy club, *The 1897 Circle*
- Administer group-wide communications to *The 1897 Circle*, including a regular newsletter, ensuring accuracy and alignment with Tate Style guidelines
- Support the Development Manager, Legacies & Collections in maintaining Tate's engagement with its Legacy Ambassadors, liaising directly with them on the annual programme of legacy events from planning to delivery

Administration of Individual Giving

- Ensure timely processing of Tate Fund donations, in liaison with the Development Operations team, including drafting correspondence and thank you letters to donors
- Run monthly reports from the Development and Membership databases for income reporting purposes
- Ensure effective stewardship of Tate Fund donors through regular event invitations and relevant mailings
- Manage the delivery of mailings and materials for Tate's 'Friends for Life' scheme

General Administration for the Collection Development Team

- Administer the weekly Collection Development team meeting, including issuing diary invitations and collating agenda items
- Research images and copyright permissions and credit lines for use in campaigns, newsletters and website pages across the Collection Development team
- Assume responsibility for collating, and submitting to deadline, information from across the Collection Development team for department-wide reporting
- Regularly monitor and maintain Collection Development expense records, working in liaison with all members of the team to ensure expenditures are flagged in commitment logs and processed through Tate's finance systems accurately and in a timely manner
- In liaison with colleagues across the Development department, ensure that donor crediting tables are regularly updated and that supporters' crediting requirements are met
- Support the Collection Development team in providing well-researched donor intelligence to relevant stakeholders before, during and after Tate events and meetings, and ensure feedback is accurately recorded within Tate's systems.
- Assist with various Major Gifts & Public Sector group mailings when required
- Assist at out-of-hours events as necessary

Person Specification

Essential

- Excellent administrative skills with the ability to set up and maintain administrative systems and procedures (paper-based and electronic) efficiently and effectively, underpinned by a solid understanding of MS Word, Excel, Outlook, databases and internet applications
- Excellent organisational and time-management skills, with the ability to prioritise and multi-task to meet deadlines across a number of varying projects
- Strong accuracy and attention to detail when dealing with correspondence, data input, and financial information
- A pro-active and professional approach, with the ability to use initiative and to work unsupervised on daily tasks
- Excellent interpersonal skills, with the ability to communicate diplomatically and effectively with people at all levels, both internally at Tate and with external contacts
- Excellent writing skills, with the ability to draft clear and effective correspondence and to create a compelling case for support
- A team player, with the ability to work flexibly, positively and creatively with colleagues in a busy office environment to achieve shared goals
- Awareness of and commitment to the principles of diversity and inclusion
- An interest in and commitment to the work of Tate
- Ability to work outside of standard office hours when required
- An interest in exploring a career in fundraising

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 5L of the Tate pay scales.

An appointment to this post will be made at the minimum of the band at £22,450 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
- **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 **Friday, 14 June 2019 by 17.00**.

Our jobs are like our galleries, open to all.

