



Job description

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| Job title | Prospect Research Manager |
| Department | Development |
| Contract | Permanent, Full-time |
| Salary | £37,567 per annum |
| Hours | 36 hours per week |
| Location | Tate Britain, Millbank, London |
| Reporting to | Head of Fundraising Intelligence |
| Responsible for | Research Officer |

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 the national collection of British art from the 16th century to the present day, and international modern and contemporary art from 1900 to the present day, spanning all continents. We seek to expand access to the collection and deepen understanding of art in all its diversity.

Tate is a leading global institution, and we influence critical thinking about art practice. Tate is committed to maintaining free entry for audiences to our collections. We see access to art for everyone as a universal human right and we see our galleries as sites of creative learning. We want to champion the importance of making art and encourage people to explore the many ways in which art is created and develop their own creative potential.

We want to welcome audiences that better reflect the towns and cities in our nation and attract a diverse international public. Our reach is already powerful. We intend to increase its impact across society, with art that resonates around the world.

Everyone who works at Tate has a role to play in achieving these goals. We offer exciting work built around our love for art, and have a strong commitment to equality, diversity and inclusion, with the aim to have our workforce and audience as diverse as the communities we serve. And everything we do is only possible thanks to our fantastic colleagues, who really know their stuff, support each other and want to do the best for our audiences.

We hope you will consider joining our team.

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

About the role

To facilitate increased fundraising by undertaking high-quality, robust, and relevant research which will involve producing research profiles and Ethics Committee papers, conducting due diligence, delivering training, and identifying new prospects for priority projects with a focus on high value fundraising.

About your team

The Tate Development office was founded in 1990 to raise funds from the private sector for revenue and capital projects at Tate. It has expanded over the years to meet growing gallery needs and is now one of the most successful arts fundraising teams in the UK. The majority of personnel are based in London with staff in Liverpool as well as an independent charity in New York that raises funds in support of Tate's work.

What you will gain

Motivated and skilled people are key to our continued success, and we want everyone at Tate to have the opportunity to develop and thrive. In this team, you will be encouraged to contribute your ideas, realise your potential, and learn new skills and knowledge.

What you will do (Main Duties and Responsibilities)

- Prepare detailed research profiles and due diligence on high value prospects for senior colleagues and volunteers and update these on a regular basis.
- Work with the Head of Fundraising Intelligence and prospect research colleagues to ensure there is a strong pipeline of high value prospects for priority projects, both within current prospect pools and through proactive research, working with colleagues across Development as well as external volunteers.
- Assess and advise on prospective donors suggested by volunteers and senior colleagues.
- Work with the Head of Fundraising Intelligence to undertake regular reviews of current supporters considering capacity and propensity through the press and other sources, sharing this information with relevant colleagues and proposing new giving opportunities.
- Undertake research creatively, identifying new potential prospects and their connections with Tate or the visual arts and advise Development colleagues of the most appropriate route of access to specific prospective donors.
- Support other research requests as required.
- Provide effective line management of the Research Officer, supporting their professional development and enabling them to deliver against their objectives.
- Lead effective training and guidance to support colleagues in undertaking their own research activities including training for all new starters in the Development Department.
- Lead on training and guidance for due diligence undertaken by departments outside of Development, including training teams in preparing papers for Tate's Ethics Committee and maintaining accurate procedure documents.
- Work closely with fundraising teams and ensure effective information flow across the team.
- Contribute to accurate briefing notes on individuals attending Tate events as required.
- Ensure all research is concise, accurate, balanced, and sensitive to the requirements of the readership and produced to agreed deadlines.
- Ensure the Development database and relevant research files are regularly updated.
- Ensure that due diligence research is undertaken in line with Tate's Donation and Ethics policies.
- Work with the Head of Fundraising Intelligence to manage the due diligence review process including the provision of accurate and relevant information to the Director of Development, Tate Directors, and Tate's Ethics Committee.
- Monitor and track selected individuals, companies, and organisations in the public domain

to maintain a process of ongoing due diligence.

What you will bring to the team

- Demonstrable experience of preparing and providing quality and accurate research for a range of audiences.
- Demonstrable experience of undertaking due diligence research to identify ethical, reputational and other risk areas and collating information for the purposes of decision making.
- Excellent writing skills with a particular ability to put together concise and relevant written information tailored to a particular audience.
- Excellent attention to detail with the ability to work accurately and methodically at all times.
- Initiative and resourcefulness in identifying research sources to gather data, including experience of working with online and offline research resources.
- Excellent interpersonal skills with the ability to communicate effectively with a wide range of people both internally and externally and to build and maintain 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.
- Ability to negotiate work priorities with colleagues, including senior members of staff.
- Excellent data management skills and demonstrable experience of using relational databases to record and manage accurate information.
- Experience of line management or desire to develop as a line manager.
- Extensive experience of the use of Microsoft Office packages (e.g. Word, Excel).
- Experience of creating an inclusive and respectful culture within a team and applying principles of diversity and inclusion in building and maintaining relationships with colleagues.
- Able to work effectively as part of a team and individually.
- An interest in and commitment to the work of Tate.

Tate for all

Diversity and Inclusion

Our jobs are like our galleries, open to all.

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](#).

Our Values

- **Open:** we're welcoming, generous-spirited and inquisitive, with an open-source attitude that thrives on collaboration.
- **Bold:** we have the courage of our convictions, we're willing to take imaginative risks: we aren't afraid of failure - so long as we learn from it.
- **Rigorous:** we'll win people's trust if we're accountable for our actions and excellence underpins everything we do.
- **Kind:** we value and respect each other, our partners, and our visitors, striving to make every encounter memorable and enriching.

Benefits

- Birthdays off each year
- 25 days leave per year, rising to 27 (pro rata for part time colleagues).
- A pension scheme with generous employer contributions.
- Life Assurance and Income Protection for DC scheme members.
- 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.
- Free access to other galleries and museums abroad through the International Council of Museums (ICOM) membership

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.

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 7 November 2024 by midnight. Interviews will be held in November 2024.

Where vacancies attract large volumes of applicants, we reserve the right to close this vacancy early. Therefore, if you are interested, please try to submit your application as early as possible.

