



Job description

Job title	Development Manager Transforming Tate Liverpool
Department	Development
Contract	Fixed Term 2 years
Salary	£37,000 per annum (inclusive of £6,894 market rate allowance)
Hours	Full-time, 36 hours per week
Location	Tate Liverpool, Royal Albert Dock
Reporting to	Head of Development

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.

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

About the role

To raise funds for the Tate Liverpool Capital Campaign by writing compelling applications to funders, securing gifts from individual philanthropists and businesses, and writing proposals and collateral for a public campaign. This includes fundraising before the gallery closes for refurbishment, during a period of closure and leading up to the reopening date. This role will also work closely with the Development team to support stewardship of donors and with the Finance and Capital teams to manage finances, capital fundraising budgets and reporting to funders.

The budget to deliver the Tate Liverpool project is £25m. £16.1m has already been achieved for this project with an additional £4m bid underway to National Heritage Lottery Fund. This role will join mid-way through the application process to the lottery and will support several other large bids to funders as well as implementing the fundraising plan for Trusts and Foundations, Corporate and Individuals with support from the wider Development team.

It is envisaged that many of these partners will be from the North-West regional area with additional support nationally and internationally from Tate supporters around the world.

About your team

Tate Liverpool is one of the largest galleries of modern and contemporary art outside of London, welcoming 650,000 visitors each year and is mid-way through a capital fundraising campaign to raise the funds required to reimagine the gallery and its programme.

The role of Development Manager Transforming Tate Liverpool will sit in the Development team at Tate Liverpool with cross team working with the Capital Project team, Tate Liverpool Senior Management Team, and the London based Development team.

What you will do

- Support the writing and submission of applications to grant-makers in the UK
- Build effective relationships with a portfolio of businesses and individuals who have the capacity to donate to the campaign
- Draft proposals and writing accurate and inspirational proposals
- Develop fundraising collateral and materials for the Capital Campaign.
- Ensure reporting and evaluation of grant awards is timetabled and completed in a timely manner.
- Assist in establishing, updating, and distributing campaign reports, including progress reports, prospect lists, and other customised reports
- Manage, implement, and maintain appropriate donor acknowledgment for major donors working closely with Senior Management Team
- Keep accurate and up-to-date donor and prospect records on our Customer Relationship Management database, Raisers Edge
- Support with the planning and implementation of Capital campaign events.
- Research prospective donors and major gifts prospects for the Capital Campaign.
- Manage the public community campaign for the Capital Campaign (to be confirmed)
- Perform other duties as required and commensurate with the role.

Internal relationships

- Line Managed by Tate Liverpool Head of Development
- Support the Head of Development, Director of Income, Director of Tate Liverpool, and Capital Director in planning and adhering to the strategy for meeting targets and monitoring progress
- Develop relationships with Tate colleagues in Liverpool, St Ives, London, and New York. Working closely with the Development team in London to ensure consistent and joined up approaches to prospects and donors
- Comply with Tate's due diligence process and ensure that the appropriate and ethical practices of Tate are followed.

What you will bring to the team

Essential

- Successful personal track record in fundraising or donor development in the not-for-profit or cultural sector

- Demonstrable experience of relationship management and of developing and maintaining a network of contacts
- Experience of trusts and foundations fundraising
- Excellent interpersonal, written, and oral communication skills with the ability to write a compelling and rigorous case for support and to communicate this effectively through both face-to-face presentations and written proposals
- Experience of working with project budgets and presenting financial information
- Excellent organisational and project management skills, with the ability to manage a busy workload to meet agreed deadlines
- Experience of developing productive relationships and working collaboratively with colleagues across different departments and sites
- Highly developed interpersonal skills and ability to influence at all levels through persuasion and negotiation
- The ability to maintain professionalism and confidentiality when dealing with sensitive information and business matters
- Proven experience of working effectively as part of a team and being a supportive team member
- Experience of creating a working environment that encourages equality, diversity and inclusion, and the ability to create an inclusive, respectful culture within a team
- High degree of computer literacy and experience of using a relationship database
- An interest in and commitment to the work of Tate.

Desirable

- Previous Capital Fundraising experience
- Previous experience of working with National Lottery Heritage Fund and/or Arts Council bids
- A proven track record of delivering 5 figure gifts
- Experience of working in a development department in a heritage or arts related environment.
- Proof Reading skills
- Experience of organising and delivering events
- Knowledge of the North West fundraising climate

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](#).

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.

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 4 September 2022 by midnight. Interviews will commence on 16 September 2022.

