



## Job description

Job title	Development Manager Trusts and Foundations, Programmes
Department	Development
Contract	Permanent
Salary	£33,106 per annum
Hours	36 hours per week
Location	London
Reporting to	Head of Programmes

## 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](http://www.tate.org.uk)

## About the role

To support the Head of Programmes to maximise income from a portfolio of trusts and foundations in support of Tate's programme including exhibitions, learning and collection care among other activities through gifts at the five, six and seven figure level.

## About your team

The aim of Tate is to increase public awareness, understanding and appreciation of British art from the 16th century to the present day, and of international modern and contemporary art.

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 St Ives and Liverpool as well as an independent charity in New York that raises funds in support of Tate's work.

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## **What you will do (Main Duties and Responsibilities)**

### **Proposal Writing and Project Management**

- Project manage a significant portfolio of major funding applications and proposals in support of Tate's programme and key projects.
- Create compelling and well written cases for support and proposals.

### **Active Portfolio Management**

- Achieve income targets by developing and maintaining strong relationships with a portfolio of trusts and foundations, major donors and key stakeholders.
- Ensure a comprehensive understanding of major Trust and Foundation priorities and opportunities, identifying where these align with Tate priorities to secure funding
- Develop and implement cultivation and solicitation strategies for trusts and foundations in agreement with the Head of Programmes.

### **Prospect Cultivation and Solicitation**

- Take responsibility for and manage own pool of prospects progressing their relationship with Tate in accordance with agreed strategy.
- Identify suitable projects at Tate and develop compelling proposals in order to meet agreed financial targets.
- Work with the Research team to undertake comprehensive research prior to and during cultivation, identifying links to Tate priority projects.

### **Reporting and Stewardship**

- Deliver an excellent programme of stewardship for successful gifts. This will include regular reporting to trusts on how funds are being used.
- Ensure all grant funding terms and conditions are met, prepare timely reports on the outcome of their support, and ensure trustees and stakeholders are kept informed on a regular, appropriate basis.

### **Internal Relationships**

- Build strong relationships with Tate colleagues from across the organisation to gather information relevant to prospective donors.
- Ensure ongoing and productive liaison with colleagues across Development to ensure that expertise and contacts are shared.
- Support the Head of Programmes in planning and adhering to the strategy for meeting targets and monitoring progress.
- Apply and promote the principles of equality and diversity at work.

### **Administration**

- To maintain clear and up-to-date records on potential and existing donors.
- To make effective use of a prospect management tracking system for donors and potential donors.

## What you will bring to the team

- A successful, personal track record in fundraising, donor development or relationship management in the not-for-profit, cultural or other relevant sectors at the 4-5 figure level.
  - Excellent interpersonal, written and oral communication skills with the ability to write a compelling case for support and to communicate this effectively through both face-to-face presentations and written proposals.
  - Experience of trusts and foundations fundraising and aligning with opportunities for support.
  - Exceptionally well organised with an eye for detail and proven ability to forward plan.
  - Experience of working with project budgets and presenting financial information.
  - Excellent organisational and project management skills, with the ability to work unsupervised and manage a busy workload to meet agreed upon deadlines.
  - Experience of working with project budgets and presenting financial information.
  - Demonstrable experience of relationship management and a successful track record of developing and maintaining a network of contacts.
  - Ability to develop productive relationships and work collaboratively with colleagues within the Development department and wider departments among Tate's four sites.
  - A team player able to work flexibly, positively and creatively with colleagues to achieve shared goals with demanding financial targets.
  - High degree of computer literacy – knowledge of windows-based applications, and an ability to use Outlook internet applications
  - Experience of using Customer Relationship Management (CRM) databases to record and manage supporter data and the ability to ensure best use of CRM systems within your team
  - Understanding of the principles of equality and diversity and the ability to apply and promote these in practice at work
  - An interest in and commitment to the work of Tate.
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## 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/](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 **8 July 2022 by midnight.**

