



Job description

Job title	Development Manager, Collection Committees
Department	Development
Contract	Permanent
Salary	£38,394 per annum
Hours	Full-time, 36 hours per week
Location	Tate Britain, Millbank, London
Reporting to	Head of Collection Committees & Patrons
Responsible for	Officer, Collection Committees

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

As Development Manager, Collection Committees, you will proactively manage a portfolio of current and prospective major donors to Tate's collection, and the delivery of activity associated with Tate's seven Acquisitions Committees. You will line manage the Officer, Collection Committees and support the Head of Collection Committees & Patrons in maximising income from Acquisition Committee donors with the potential to make

substantial cash and work of art gifts to Tate, and assist with acquisitions projects as required.

About your team

The Individual Giving & Collection Development team is responsible for fundraising from Tate's International Council, Patrons and Collection Committees as well as for the management of projects centred around acquisitions for Tate's collection. Within this, the Collection Committees team is responsible for managing the seven London-run Acquisitions Committees and the European Collection Circle, which are philanthropic initiatives that act as the main engines through which Tate acquires new works of modern and contemporary global art for the National collection. Working in collaboration with colleagues across the organisation, curatorial departments in particular, we ensure the delivery of Tate's mission and ambitions in the form of acquisitions, development of the institution's international network and all the activity across exhibitions, learning programmes, and conservation for the works of art this enables and inspires.

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 in fundraising, museum collection development, events and people management.

What you will do (Main Duties and Responsibilities)

Strategy & Management

- Work closely with the Head of Collection Committees & Patrons to plan and implement an effective strategy for Tate's seven Acquisitions Committees and the European Collection Circle, to meet annual income and new business targets and to encourage supporters to increase their involvement with Tate.
- Support the Head of Collection Committees & Patrons in carrying out ongoing benchmarking exercises and reviews that consider how Tate can maximise income and supporter engagement from the Acquisitions Committees.

External Relationships & Fundraising

- Actively cultivate and steward a portfolio of international collectors and patrons of the arts, including making well-informed and targeted approaches to prospective donors and utilising the Acquisitions Committee structure to further engage current donors with Tate.
- Build and maintain strong relationships with Acquisitions Committee supporters, providing outstanding stewardship to meet the needs of a highly discerning and knowledgeable group of individuals from around the world.
- Build effective working relationships with key external volunteers, such as Acquisitions Committee Co-Chairs and individual donor advocates, to promote the objectives of the Acquisitions Committees, identify new prospects, and collect feedback on Tate activity.
- Manage and deliver cultivation and stewardship activity associated with the Acquisitions Committees, including deliver of Committee meetings, one-off events in London, out of hours and in hours donor visits to Tate and collection-related external

events, and multi-day travel programmes internationally, in close collaboration with colleagues across Development, Tate curators and Committee supporters.

- Capture and record donor intelligence and feedback before, during and after Tate events.

Internal Relationships & Collaboration

- Build excellent working relationships with colleagues across Tate to promote the objectives of the Acquisitions Committees and ensure productive cross-department liaison.
- Work closely with Tate curators on Acquisitions Committee activity, supporters' cultivation and stewardship as well as prospecting, with a view to ensure that the Acquisitions Committees meet their targets and objectives.
- Work closely with the Head of Collection Committees & Patrons and other colleagues across Development to maintain consistent stewardship across Tate's membership schemes and affinity groups and encourage further giving to Tate through support channels.
- Line-manage the Officer, Collection Committees, and ensuring productive and efficient tracking of donation process, Committees communications and activity delivery.
- Attend relevant collection-related meetings and provide clear and effective reporting on the relationships managed through the Acquisitions Committees.

Operational

- Adhere to best practice in prospect cultivation, solicitation and stewardship, ensuring that the appropriate ethical policies and practices of Tate are followed.
- Manage the research process for Acquisitions Committee donors and prospects, making effective use of Tate's prospect tracking systems and ensuring accurate recording of data.
- Implement agreed strategies for securing annual contributions from Acquisitions Committee supporters in a timely manner, with a view to meeting yearly targets for donor retention.
- Manage the planning, delivery and follow-up of formal Committees meetings including: agreeing content with senior Development colleagues, Tate curators and Committee Chairs; setting agendas and producing relevant papers; meeting room set-up; and delivering post-meeting actions as appropriate.
- Manage production and distribution of all printed and electronic Committees communications, ensuring that they are accurate, compelling and up-to-date in keeping with Tate Style guidelines.
- Oversee the performance of the Officer, Collection Committees in maintaining expenses and expense records in relation to the Acquisitions Committees.
- Regularly monitor Acquisitions Committee income, including providing monthly financial reports for the Head of Collection Committees & Patrons and assisting in completing quarterly reforecasts.
- Ensure donor records are kept current and accurate.
- Attend out-of-hours events, including external ones upon need, donor visits to Tate, and international travel programmes as necessary.
- Keep up-to-date with the work of Tate, practice in the field and current art historical discourses framework.

What you will bring to the team

- Experience and a personal track record of success with face-to-face fundraising and/or donor or client development.
- Demonstrable experience of relationship management and a personal track record of success with developing and maintaining a strong network of contacts.
- Excellent interpersonal and presentation skills, with the ability to liaise confidently, sensitively and diplomatically both externally and internally at all levels and with individuals from a variety of cultures and backgrounds.
- Excellent written and verbal communication, with the ability to craft a compelling case for support and to convey it effectively both face-to-face and in written copy.
- Excellent time and project management skills, with the ability to work calmly under pressure and to multiple tight deadlines.
- Entrepreneurial, flexible, proactive and self-motivated, with the ability to work unsupervised on daily tasks and to use initiative to achieve results in a fast-paced environment.
- Numerate, with the ability to monitor and deliver income against targets and familiarity with financial tracking.
- A team player, with the ability to develop productive relationships with colleagues across Tate and to work positively and creatively to achieve shared goals.
- The ability to deal with confidential and sensitive information with absolute discretion.
- Awareness of and commitment to the principles of diversity and inclusion.
- A flexible approach to work with the ability to work outside standard hours as required.
- Excellent computer literacy – including knowledge of Windows-based applications, Word, Excel, Powerpoint, Outlook, Zoom, Customer Relationship Management databases, and Internet applications.
- A keen interest in, and commitment to, the work of Tate.

The requirements listed here are guidelines, not hard and fast rules. You don't have to satisfy every requirement and we welcome candidates who bring transferable skills. Applying gives you the opportunity to be considered.

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
- 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 22 July 2025 by midnight.

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.

