



Job description

Job title	Development Officer, Collection Committees
Department	Development
Contract	Permanent
Salary	£32,674 per annum
Hours	Full time, 36 hours per week
Location	Tate Britain, Millbank, London
Reporting to	Manager, 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

Provide organisational and administrative support to the Head of Collection Committees & Patrons and the Manager, Collection Committees to sustain the activities of Tate's Acquisitions Committees, helping to strengthen the gallery's international network and realising major new acquisitions.

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 St Ives and Liverpool, and an affiliated US charity, the Tate Americas Foundation, based in New York.

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 London-run Acquisitions Committees, 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.

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 and events.

What you will do (Main Duties and Responsibilities)

Donor Cultivation and Stewardship

- Ensure first-class stewardship of all Acquisitions Committees supporters, providing excellent donor care by responding to queries proactively, swiftly and effectively.
- Assist in the planning and delivery of activity associated with the Acquisitions Committees, including formal Committee meetings as well as one-off cultivation events in London and multi-day research programmes internationally.
- Assist the Head of Collection Committees & Patrons and Manager, Collection Committees with the development, production and distribution of printed and electronic communications related to the Acquisitions Committees, ensuring they are accurate, compelling, and in keeping with Tate style guidelines.
- Support the Head of Collection Committees & Patrons and Manager, Collection Committees 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.
- Attend Acquisitions Committee meetings, donor visits and out-of-hours Tate events as reasonably required.

Internal Relationships

- Build and maintain strong working relationships with colleagues across Development, Curatorial, Finance and elsewhere across Tate, as well as the Tate Americas Foundation, to promote the objectives of the Acquisitions Committees and ensure productive cross-team liaison.

Operations

- Manage the overall administration of the Acquisitions Committees.
- Assist with the planning, delivery and follow-up of formal Committee meetings, including: setting agendas, drafting and circulating papers, meeting room-set up, taking and circulating minutes, and collating post-meeting actions as necessary.
- Develop and maintain systems to effectively track, coordinate, and monitor the process by which works are acquired with Committee support, including updating Development Office databases and records, in collaboration with relevant colleagues.
- Support the research process for Acquisitions Committee donors and prospects, making effective use of Tate's prospect tracking systems and ensuring accurate recording of data.
- Adhere to best practice in prospect cultivation, solicitation and stewardship, ensuring that the appropriate ethical policies and practices of Tate are followed.
- Manage and maintain expenses and expense records in relation to the Acquisitions Committees.
- Assist the Manager, Collection Committees with tracking the financial performance of the Acquisitions Committees, including: managing income spreadsheets, renewal and joining trackers, inputting all accounts transactions, monitoring relevant donations from Tate Americas Foundation, and liaising with Tate's finance department.
- Keep correspondence, events, finance files and databases up-to-date and relevant.
- Regularly monitor the display and crediting of works acquired with funding from the Acquisitions Committees or by donations from individual Committee supporters, both within Tate's galleries and worldwide, ensuring this information is disseminated to relevant parties.

What you will bring to the team

- Demonstrable administrative, organisation and planning skills gained in an environment where strong client relationship management and excellent customer service is essential.
- Clear written and verbal communication skills.
- Excellent interpersonal and presentation skills, with the ability to liaise effectively, diplomatically and sensitively with people at all levels both internally and externally and with individuals from a variety of cultures and backgrounds.
- Proactive and self-motivated with excellent time management skills, including the ability to juggle competing priorities whilst delivering to multiple tight deadlines.
- Ability to work calmly under pressure in a fast-paced environment.
- Ability to deal with confidential information with absolute discretion.
- Excellent attention to detail especially when tracking financial information.
- A team player with the ability to work collaboratively, positively and creatively with colleagues to achieve shared goals.

- Excellent computer literacy – including knowledge of Windows based applications such as Word, Excel, Outlook, and PowerPoint.
- Experience of using Customer Relationship Management (CRM) databases to record and manage supporter data and the ability to ensure best use of CRM systems.
- Champion principles of diversity and inclusion, and the ability to apply and promote these in everything you do at work.
- An 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.

Employee 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 4987. 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 20 August 2026 by midnight. Interviews will be held from 3 September.

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.

