

Job description

Job title	Individual Giving & Collection Development Administrator
Department	Development
Contract	Permanent
Salary	£29,759 per annum
Hours	Full time, 36 hours per week
Location	Tate Britain, Millbank, London
Reporting to	Development Manager, Collection Projects

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. 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 provide administrative support for the delivery of Tate's Individual Giving & Collection Development fundraising functions, with a focus on the activity of the International Council, Acquisitions Committees and Circles, collection projects and work of art gifts.

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.

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)

- Manage the donations administration around new and renewing supporters of Tate's International Council and Acquisitions Committees and Circles, and the Development-led processes around cash donations in support of the collection and lifetime and legacy work of art gifts. This includes:
    - Processing payments
    - Logging income expediently and accurately in liaison with the Development Operations team
    - Coordinating the production of supporter cards
    - Ensuring team income trackers are kept accurate and up-to-date, and supporting with financial monitoring and reporting
    - Supporting the drafting of acknowledgement correspondence
    - Updating database (Raiser's Edge) records and correspondence files
- Work with budget holders, the Development Operations team and the Tate Finance department to accurately monitor expenditure and expense records in relation to the International Council, the Acquisitions Committees and Circles, and collection projects, including by tracking and processing invoices, credit cards and receipts.

- Coordinate monthly progress reports and support the compilation of Individual Giving & Collection Development fortnightly updates.
- Take responsibility for liaising directly with the Development Operations Team to ensure all regularised stewardship procedures for International Council members and Acquisitions Committee and Circle supporters (e.g. catalogues nominations and Christmas cards) operate effectively and data is captured.
- Support the Collection Projects Manager and the Legacies Manager in ensuring all regularised stewardship procedures for lifetime and legacy collection donors (e.g. catalogues nominations and Christmas cards) operate effectively and data is captured.
- Working with the Collection Committees Officer, provide administrative support for the delivery of formal Acquisition Committee meetings, one-off cultivation events and multi-day research programmes internationally.
- Input into the research process for donors and prospects to the International Council and the Acquisition Committees and Circles, making effective use of Tate's prospecting systems and ensuring accurate recording of data.
- Accurately maintain records of International Council members, Acquisition Committee and Circle supporters and collection project donors on the Development database (Raiser's Edge) and other Tate wide databases.
- Research images and copyright permissions and credit lines for use in campaigns, newsletters and website pages, as required.
- Assist with donor events across the Individual Giving & Collection Development team, ranging from small dinners to large curator-led tours and out-of-hours gallery visits, as required.
- Carry out any other administrative support duties as required.

What you will bring to the team

- Proven relevant experience in a range of administrative duties within a busy office environment.
- Excellent administrative and organisational skills, with the ability to prioritise and multi-task to meet deadlines
- Excellent attention to detail when dealing with data input, correspondence and numbers.
- 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.
- Excellent verbal communication and interpersonal skills with the ability to deal effectively and confidently at all levels, internally across departments and with external contacts.
- Good written skills with the ability to draft letters, minutes, reports and presentation material.
- The ability to set up and maintain administrative systems and procedures (paper-based and electronic).
- Ability to work unsupervised and under own initiative, with a pro-active approach to problem solving.
- Understanding of the principles of equality and diversity and the ability to apply and promote these in practice at work.
- An interest 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 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 19 November 2026 by midnight. Interviews will be held from Wednesday 2 December.

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.

