



Job description

Job title	International Council Officer
Department	Development
Contract	Permanent
Salary	£32,674 per annum
Hours	Full-time, 36 hours per week
Location	Tate Britain, Millbank, London
Reporting to	Head of Individual Giving & Collection 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 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 Individual Giving & Collection Development in sustaining the activities of the International Council, Tate's highest-level annual giving group of leading philanthropists and art collectors from around the world. This role plays a key role in ensuring excellent donor care by coordinating official communications and publications, supporting the delivery of an international events programme, and acting as the first point of contact for International Council members and other high-level Tate supporters.

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

Donor Cultivation and Stewardship

- Support the Head of Individual Giving & Collection Development in delivering first-class stewardship of the International Council, including by implementing systems to ensure all members have regular, personalised contact with Tate.
- As appropriate, act as a first point of contact for International Council members, including answering phone calls and emails in a timely and appropriate manner.
- Oversee the delivery of the International Council's annual membership renewals; with the support of the International Council & Patrons Administrator, coordinate all renewals and acknowledgement correspondence and track progress in securing donations.

- Assist in the planning and delivery of International Council events, activities, travel programmes and meetings, working closely with the Engagement and Events team.
- Support the effective management of the International Council Advisory Board, including by helping to generate meeting agendas, drafting and circulating papers, setting up meetings and taking minutes when requested.
- Arrange ad-hoc site visits, meetings, lunches, etc for individual International Council members with Tate senior staff.
- Support the Head of Individual Giving & Collection Development in providing well-researched donor intelligence to relevant stakeholders before, during and after Tate events and meetings, and ensuring feedback is accurately recorded within Tate's systems.
- Attend International Council events, donor visits and out-of-hours Tate events as reasonably required.

Communications

- Support the Head of Individual Giving & Collection Development in sourcing and coordinating information for fundraising proposals sent to individual International Council members.
- Working together with the Patrons & International Council Manager, administer group-wide communications to the International Council, including a regular newsletter and a biannual Directory and Report, ensuring they are accurate, compelling, and up-to-date in keeping with Tate style guidelines.
- Research images and copyright permissions and credit lines for use in campaigns, newsletters and website pages.

Internal Relationships

- Build and maintain strong working relationships with colleagues across Development and elsewhere across Tate, as well as at the Tate Americas Foundation, to support the objectives of the International Council and ensure productive cross-team liaison.

Operations

- Manage the overall administration of the International Council, with the support of the International Council & Patrons Administrator.
- Rigorously track the financial performance of the International Council, including: monitoring and reporting on income against target, overseeing the International Council and Patrons Administrator in processing payments and logging financial transactions, and recording team expenditure.
- Support the recruitment of new International Council members, making effective use of Tate's research and prospect tracking systems, and ensuring accurate recording of data.
- Log donor information on the Development Office database (Raiser's Edge) and other Tate wide databases, including accurately updating contact information, logging pledges, prospect and donor tracking, noting meetings and correspondence.
- Ensure Director-level correspondence is reviewed and sent in a timely manner.

- Liaise directly with the Development Operations Team to ensure all stewardship procedures operate effectively and that data is captured.
- Liaise directly with the Engagement and Events Team to ensure effective and targeted event nominations and assist with preparation of mailing lists and event guest lists.

What you will bring to the team

- Demonstrable administrative, organisation and planning skills gained in an environment where strong 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 while delivering to multiple 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 adapt to different working styles and collaborate 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
- 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 9 June 2026 by midnight. Interviews will be held week commencing 22 June 2026.

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.

