Job description

Job title	Major Gifts Administrator
Department	Development
Contract	Permanent
Salary	£29,759 per annum
Hours	Full time, 36 hours per week
Location	Tate Britain, Millbank, London
Reporting to	Major Gifts Manager, Trusts & Foundations

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

The core function of the Major Gifts Administrator is to provide accurate financial and efficient administrative support to the Major Gifts fundraising team in a dynamic office environment.

About your team

Within Tate's Development department, the Major Gifts team raises essential funds to enable Tate to carry out its core work, from presenting exhibitions and displays, to Learning, Conservation and Library and Archives work, as well as special local and national projects. As a team, we focus on

developing and cultivating relationships with individuals, trusts, foundations and public sector bodies to achieve our ambitious fundraising goals that support the organisation and its role to serve the public. The Major Gifts Administrator role provides central and reliable administrative support to the team for the efficient and effective delivery of these objectives.

Key Internal Relationships

- Major Gifts Colleagues (Head of Major Gifts, Major Gifts Managers and Major Gifts Officer)
- Development Department, including the Operations team, Fundraising Intelligence team, Corporate Partnerships, Strategic Projects & Stewardship, and Engagement and Events team
- Finance and Account contacts

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 skills to ensure the smooth running of the department, realise your potential, and gain in-depth knowledge of a busy Development fundraising department.

What you will do (Main Duties and Responsibilities)

- Manage and track donations ensuring all relevant information is captured, shared and documented promptly across all systems and according to Tate procedures and legal requirements.
- Prepare formal receipt of gifts and requests for payments in a timely manner to meet set deadlines.
- Manage filing and archiving in line with Tate procedure.
- Coordinate monthly income progress reports and compile fortnightly updates on behalf of the team.
- Oversee the team budget including logging and processing team members' expenditure, reconciling these against the budget and producing quarterly reports. Ensure team expenditure is recorded and processed in line with Tate guidelines at the close of each financial year.
- Enter donor information on the departmental database (Raiser's Edge) and other Tate databases, including accurately entering contact information, creating and updating opportunities and pledges, and adding actions, notes and correspondence.
- Liaise directly with the Development Operations team to ensure all stewardship procedures, e.g. Tate Guide Mailings and Seasonal correspondence operate effectively, and data is captured on behalf of the Major Gifts team.
- Liaise directly with the Events and Engagement team to ensure procedures for all events nominations are in place and assist with preparation of mailing lists and event guest lists.
- Research and prepare topline profiles on fundraising prospects to weekly targets, in co-ordination with the Major Gifts team and the Fundraising Intelligence team. Support in ongoing research of grant funding opportunities and prepare and action prospect reports, keeping campaign tracking and lists up to date.
- Contribute to the preparation of funder reports, working with colleagues to meet set deadlines under Managers' supervision.
- Set up and maintain team administrative systems to ensure they operate effectively and are kept up to date.
- Assist in keeping the team calendar up to date and managing deadlines. Arrange meetings, including scheduling, circulating agendas, participating in meetings and taking and circulating minutes and actions in a timely manner.

- Manage catalogue orders, supporter cards and other mailings for the team, including logging and reconciling invoices with Accounts.
- Work alongside the Major Gifts Officer to support the team with preparation and delivery of events and projects as and when required.
- Perform additional duties as assigned.

What you will bring to the team

- Proven interest and experience of working in an administrative or support role in a fast-paced office environment, and of setting up or maintaining efficient administrative systems and procedures.
- Demonstrable experience working with financial tracking, including the processing of invoices and expenses.
- Attention to detail and accuracy.
- Excellent organisation and planning skills, with the ability to work calmly under pressure to manage multiple tasks and priorities.
- Experience using Raiser's Edge or similar customer relationship management (CRM) database and/or using online financial management systems.
- Ability to work unsupervised and under own initiative with a proactive approach to problem solving.
- A strong team player able to work collaboratively, positively and creatively with colleagues at all levels.
- Excellent interpersonal and written and verbal communication skills, including the ability to communicate diplomatically and effectively at all levels.
- Computer literacy- including proficiency in Windows-based applications, such as Word, Excel, Outlook and internet applications.
- Awareness of and commitment to the principles of diversity and inclusion.
- 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.

