Candidate Pack
Development Officer: Individual Giving
The Wallace Collection is a national museum housing unsurpassed masterpieces of painting, sculpture, furniture, arms and armour, and porcelain. Built over the 18th and 19th centuries by the Marquesses of Hertford and Sir Richard Wallace, it is one of the finest and most celebrated collections in the world.

The Collection was given to the British Nation in 1897 by Lady Wallace, so that it could be kept together and enjoyed by generations of visitors. It was an astonishing bequest and one of the greatest gifts of artworks ever to be transferred into public ownership. Today, we care for the collection through research and conservation, and preserve it for future generations. Our aim is to share the collection with as broad an audience as possible.

We are a non-departmental public body of the Department for Culture, Media and Sport (DCMS). We are also a charity exempt from registration under the Charities Act of 2011. Our Director is Dr Xavier Bray. He is supported by a Board of Trustees appointed by the Prime Minister.
Our priorities

The Collection is committed to providing access to as wide a public as possible and to helping visitors engage with this diversity. Our goal is to create a place of understanding, cultural pluralism, curiosity and learning. To do this, we plan to create a world-class visitor experience for all ages which stimulates engagement with our collection through a new programme of exhibitions, major gallery refurbishments and an enhanced and expanded digital presence.

Our strategic priorities are to:

• To maintain, research and preserve the Collection for future generations;
• To broaden and deepen visitor engagement, connecting with audiences onsite and digitally;
• To build and support a strong exhibition programme;
• To lay a strong financial foundation for the future; and
• To embark upon a Masterplan programme to transform the museum.
Role summary

The Development Department’s key purpose is to increase the generation of income in order to enable the Collection to achieve its principal aims and to sustain and increase the supporter base of the museum. Alongside a fundraising revenue income target, the Development Department is seeking to raise funds to create an endowment for the Collection (to reach a £20 million target) and to complete the museum’s Masterplan of capital works. Funding is generated from individuals mainly through our high-level membership scheme and project-led donations; charitable trusts and foundations and corporate sponsorships.

The Development Officer: Individual Giving’s role is to assist the wider Development team in delivering the revenue and capital targets. Supporter care and personal stewardship (i.e. events, lectures, and exclusive trips) play an important part of the position, especially as such activities generate further support. The ability to develop relationships and to communicate the Collection’s aims and ambitions in a warm, authentic and enthusiastic manner is key to success in this role.

The Development Department works closely with all departments at the museum and effective internal communication is crucial for the success of the department.

This role reports to the Development Manager.
Role description

Fundraising and Research
• To support the Development Manager in developing and monitoring relationships with the Collection’s group of Benefactors. This includes carrying out the administration for the Benefactor’s Scheme at all levels and ensuring annual renewal, whilst delivering excellent supporter care.
• To deliver and develop the Collection’s programme of stewardship through accurate and timely reports to donors and supporters, thinking creatively about how to engage donors with current and future projects through this programme.
• To identify and research new supporters as well as research current supporters and identify new fundraising opportunities.
• To write proposals for individuals about research projects or exhibitions.
• To oversee the Legacy programme’s communication, stewardship, reporting and promotion.
• To support the Development Manager, the Development Director and the Director with Benefactor and Major Donor communication, events organisation and administration.

Finance and Administration
• To support the administration of gifts from the Wallace Collection in America.
• To create and manage concise and accurate guest lists and profiles for Development events, alongside the Development Assistant and the Assistant to the Directorate.
• Working with the Development Assistant, to maintain high standards in financial processes and record-keeping, processing of payments and storage of personal data in a way that is consistent with GDPR and other relevant legislation and best practice.

Events
• To plan and publish a 6-month programme of exclusive and high-quality events for all level of Benefactors. Ensure delivery both on-site and externally.
• To support in the planning and organisation of short trips for the Benefactors.
• To liaise with external and internal stakeholders to successfully organise the Collection’s Fundraising Galas, dinners and ad hoc events.

Other
• To support the work of the other members of the team, and to participate in any way that the Director of Development or Development Manager requires to fulfil the key responsibilities for the department.
• To communicate clearly and effectively internally, and to foster transparent and excellent relationships with other departments at the Collection.
• To assist in out-of-office or after-hours activities and events as required.
Person specification

Essential
• Excellent communication skills, both verbal and written.
• Excellent attention to detail and strong organisational skills.
• Ability to manage and prioritise a busy workload and to think proactively.
• High standards of presentation, ability to keep calm under pressure and a pragmatic, problem-solving mindset.
• Demonstrable computer skills (familiarity with MS packages and databases).
• Friendly and flexible attitude; enjoys working as part of a team.
• Enthusiasm and passion for the Wallace Collection.

Desirable
• Experience of working in a similar role, preferably in the arts and heritage sector.
Salary, benefits and working hours

The salary for this role is between £30,000 and £34,000 per annum dependent on skills and experience.

Holiday Entitlement
The post-holder will receive 25 days paid annual leave plus bank holidays and 2.5 ‘privilege’ days.

Employees are also offered the following benefits:

- **Membership of an Occupational Pension Scheme**
  Alpha - a defined benefit occupational pension scheme (28.97% employer contribution)
  Partnership pension account - a stakeholder pension
- **Interest free loans after six months satisfactory service**
  Interest free season ticket loan
  Cycle to work loan
- **Eye Tests with additional contribution towards prescription if required**
- **Occupational Health Service**
- **Annual Flu Jab**
- **Full access to a free and confidential Employee Assistance Programme**
  Services available 24/7 and 365 days per year to all employees
  Free therapy service of up to six sessions per issue, per year (each session lasts 45-50 minutes)
- **First Aiders**
- **Access to Mental Health First Aiders**
- **Enhanced Parental Leave** (where eligible)
- **Training and Development Opportunities**

For this post, the normal working week is a five day week, Monday to Friday. The normal working day will be 09.00 to 17.00. However, some flexibility will be expected as the need to participate in fundraising events or wider museum activities will arise.
How to apply

Please complete the Application Form, and the Equal Opportunities Monitoring Form, following the links provided on our website. Please note the equal opportunities form is used for monitoring purposes only and does not form part of the selection process. Both forms should be emailed to recruitment@wallacecollection.org by midnight 21/04/2024. Please note late applications or applications via a CV will not be considered.

Interviews for the role will take place on week commencing, 29/04/2024. Candidates who have been shortlisted for interview will be contacted after the closing date. Due to the large number of applications we receive, it will not be possible to contact or give feedback to candidates who have not been shortlisted for interview.

Start date: May 2024

Appointment to the role is subject to a satisfactory Basic Disclosure check. The Wallace Collection is an equal opportunities employer and welcomes applications from all sections of the community.