



**DEVELOPMENT OFFICER (*Trusts and Corporate Giving*)
(Permanent, full-time)**

THE WALLACE COLLECTION

The Wallace Collection is a collection of the fine and decorative arts formed in the eighteenth and nineteenth century by four successive Marquesses of Hertford and the 4th Marquess's son Sir Richard Wallace. It was left to the British Nation in 1897 and opened as a national museum in June 1900 in Hertford House, a grade II listed building in central London. It is managed by a Director who reports to a board of Trustees appointed by the Prime Minister and is financed by a combination of grant-in-aid from central government and self-generated income. Almost 450,000 individuals visited the museum last year.

OVERALL PURPOSE AND ROLE

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 of c. £1.8 million per year, 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.

The Development Officer (Trusts and Corporate Giving)'s role is to assist the Director of Development, the Development Manager, the Development Officer (Individual Giving) and the Development Assistant in delivering the revenue and capital targets. Funding is generated from individuals mainly through our high-level supporter scheme, *Benefactors* and on-site and on-line donations; charitable trusts and foundations and corporate sponsorships where applicable. 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 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.

KEY RESPONSIBILITIES FOR THIS ROLE

- In collaboration with the Development Manager, to develop relationships with and apply to a wide-ranging group of charitable trusts and foundations, including personal foundations and corporate foundations. This includes creating applications to trusts and foundations that may not have supported the Collection before; stewarding and maintaining our existing relationships; and writing detailed and engaging reports to the Collection's current supporters.
- To expand the Collection's corporate sponsorship programme, working closely with the Development Director, the Development Manager and our Events Team to provide

opportunities for corporate support in the Collection.

- To liaise with external and internal stakeholders to successfully organise the Collection's Fundraising Galas, dinners and ad hoc events, under the supervision of the Development Manager.
- To provide mentorship to the Development Assistant in supporting him/her with the role's tasks, as well as providing experience in grant writing where appropriate.
- To communicate clearly and effectively, and to create good relationships with other departments at the Collection.
- To deliver the revenue and endowment target working alongside the Director of Development and the Development Manager.

OTHER RESPONSIBILITIES FOR THIS ROLE

- To support the work of the other members of the team.
- To support the team in any way that the Director of Development requires in order to fulfil the key responsibilities for the department and to assist in out-of-office or after-hours activities and events as required.

PERSON SPECIFICATION

Essential Skills and Competencies

- Degree level education
- Work experience ideally in fundraising, marketing or sales
- Excellent organisation skills with an eye for detail
- Proven written skills
- Excellent project management
- Demonstrable presentation skills
- Self-motivated and determined
- Self-administering with a good knowledge of MS Office, research tools and databases
- Ability to motivate and to work closely and effectively with a wide range of supporters and potential supporters, alongside senior Wallace Collection staff and trustees
- Political skills to work well with colleagues to achieve particular goals and to reconcile commercial targets with artistic/scholarly policies

Desirable Skills and Competencies

- A keen interest in the arts and an appreciation of the Wallace Collection
- A sympathy with the needs of a national museum

REMUNERATION AND WORKING HOURS

This post is a full-time, permanent position. For this post, the normal working week is a five day week, Monday to Friday. The normal working day will be 9am to 5pm.

The salary for this post is £23000-26,000 per annum, depending on experience. In addition, the post-holder will receive 25 days paid annual leave (plus 2.5 'privilege' days), membership of an occupational pension scheme an interest free season ticket loan (after six months' service).

Deadline for applications: 9am on 2 October 2019

Date for Interview: 10 October 2019

If you are successful in being selected for interview you will hear from us by the 3rd of October 2019.

It is anticipated that the successful candidate will start by November 2019

The Wallace Collection, Hertford House, Manchester Square, London, W1U 3BN
www.wallacecollection.org; t: 020 7563 9565

An application form can be found and downloaded from our website www.wallacecollection.org.
Alternatively, you can call or write to the HR Department.

The Wallace Collection is an equal opportunities employer