

Candidate Pack
Development Manager:
Philanthropy & Individual Giving
Full Time, 40 hrs per week
Permanent Contract



Introduction

The Wallace Collection is an internationally outstanding collection which contains unsurpassed masterpieces of paintings, sculpture, furniture, arms and armour and porcelain. Built over the eighteenth and nineteenth centuries by the Marquesses of Hertford and Sir Richard Wallace, it is one of the finest and most celebrated collections in the world. So that it could be kept together and enjoyed by generations of visitors, the collection was given to the British Nation in 1897 and opened to the public in June 1900. It was an astonishing bequest and one of the greatest gifts of art works ever to be transferred into public ownership. The museum is internationally famous for its collection of French eighteenth-century art, Arms and Armour and for its Old Master paintings.

The museum is managed by the Director Dr Xavier Bray, 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.

We aim to engage with and diversify our audience and attract over 500,000 visitors a year to the museum.

In June 2025, the Wallace Collection announced that Selldorf Architects, in collaboration with Purcell and Lawson Ward Studio, has been appointed to lead the design and delivery of a transformational masterplan for Hertford House, the museum's historic home in London. This ambitious project will reimagine and revitalise the museum's spaces for the 21st century, preserving the charm and unique character of the building while improving access, sustainability and visitor experience. A comprehensive fundraising campaign is being developed to realise the bold ambitions of the masterplan.



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 is responsible for generating over a third of the Wallace Collection's annual income through a variety of income streams including individual donors, trusts and foundations and corporate partners. This income enables the Collection to achieve its principal aims outlined in the Museum's strategy for 2025-2028: [Making Culture Matter](#). The recently announced transformational masterplan will be a major focus for the Development Department in the years ahead and an opportunity to make a step-change in fundraising at the Wallace Collection.

The Development Manager: Philanthropy & Individual Giving is a new role that has been made possible thanks to a generous gift from the Kate and Marcus Agius Charitable Foundation. This position will play a critical role in bringing about significant transformation in fundraising at the Wallace Collection to support the ambitious plans. The successful candidate will manage a portfolio of major donors and prospects with the capacity to give between four and six figure donations to support the Collection's ongoing revenue needs and the capital works as part of the masterplan. The role will oversee the thriving Benefactor and Membership programmes and work closely with the Development Officers: Individual Giving and Membership respectively to develop and deliver a strategy for growth and increase retention. Supporter care and personal stewardship (i.e. events, lectures, and exclusive trips) are an important part of the position.

The ability to build strong relationships and communicate the Collection's aims and ambitions in a warm, authentic, and enthusiastic manner will be essential to the postholder's success.

This role reports to the Head of Development and line manages the Development Officer: Individual Giving and the Development Officer: Membership.



Role description

Major Donors

- Support the Director of Development and Head of Development in the development and implementation of a major donor strategy to increase the depth and breadth of the donor pipeline and increase raised income.
- Cultivate, solicit and steward a portfolio of 25 current and prospective major donors with a capacity to give between 4 and 6 figures with a particular focus on the masterplan capital works.
- To develop cultivation and solicitation plans for major donor prospects in the portfolio working with senior staff, volunteers and trustees as appropriate.
- Work with the Head of Development and Development Manager: Research & Operations to identify and cultivate new prospective major donors including current Benefactors.
- To write compelling proposals for individuals about research projects, exhibitions and capital works.
- Prepare tailored profiles and briefings for colleagues and stakeholders for meetings/visits with assigned donors and prospects.
- To deliver and develop creative stewardship touchpoints including inspiring reports to donors and supporters in recognition of their support.
- Work with the Development Manager: Research & Operations to identify and research new major donor prospects.
- To identify and research new supporters as well as research current supporters and identify new fundraising opportunities.

Members and Benefactors

- Oversee the strategy for the Members and Benefactors programmes (including Young Benefactors) with the goal of recruiting, retaining and upgrading Members and Benefactors to increase income from the schemes.
- Support the Development Officers: Membership and Individual Giving to ensure accurate and timely administration of the Member and Benefactor schemes at all levels to maximise annual renewal rates whilst delivering excellent supporter care.
- Lead on developing and monitoring relationships with the Collection's group of Benefactors.
- Support the Development Officer: Individual Giving in the planning and delivery of a programme of exclusive and high-quality events (including short trips) for all level of Benefactors. Ensure delivery both on-site and externally.
- To support the Development Officer: Membership in the development and delivery of the Members events programme and regular communications with members.

Finance and Administration

- To manage the budgets for the Benefactors and Members programmes.
- Oversee 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 other colleagues in the team.
- Ensure the highest standards of data capture in financial processes and record-keeping for major donors, benefactor and members in a way that is consistent with GDPR and other relevant legislation and best practice.
- Ensure donor's accreditation requirements are consistently recorded and fulfilled.

Line Management

- Lead, motivate and develop the Development Officers: Membership and Individual Giving, including: agreeing objectives, learning and development and performance appraisals.

Other

- Support the Head of Development in the development and implementation of a Legacy giving strategy.
- Manage and develop the onsite and online giving strategy.
- Support the Director of Development and Head of Development in the planning for the Collection's Fundraising Galas, dinners and ad hoc events.
- To support the work of the other members of the team, and to participate in any way that the Director of Development or Head of Development 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

- Proven experience of building strong relationships with donors and securing philanthropic gifts to meet fundraising targets.
- Experience of leading or supporting the growth of a Benefactor (high-level membership) and/or membership scheme.
- 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 customer relationship databases).
- Friendly, flexible and sensitive 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.
- Line Management experience.



Salary, benefits and working hours

The salary for this role is between £36,500 and £42,000 per annum dependent on skills and experience.

In addition, 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%)
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**
- **Occupational Health Service**
- **Annual Flu Jab**
- **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**
- **Parental Leave**
- **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 to support the general activities of the Department and museum.

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 **20/07/2025**. Please note late applications or applications via a CV will not be considered.

Interviews for the role will take place on, **30/07/2025**. 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: As soon as possible

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.



THE
WALLACE
COLLECTION

