



**DEVELOPMENT ASSISTANT**  
**Full Time**  
**Permanent Contract**

**THE WALLACE COLLECTION**

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. It was an astonishing bequest and one of the greatest gifts of art works ever to be transferred into public ownership. Today, our job is to maintain, research, and inspire the public to love and understand the Collection.

**DEVELOPMENT AT THE WALLACE COLLECTION**

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 their normal fundraising activities, the Development Department is seeking to raise funds to create an endowment for the Collection and to complete the museum's Masterplan of capital works. The effects of the COVID-19 pandemic, and subsequent reduced footfall and commercial income, have made fundraising even more crucial to the museum's operations.

**OVERALL PURPOSE AND ROLE**

The Development Assistant's role is to assist the Director of Development, the Head of Development and Communications, the Senior Development Officer, the Development Officer and Membership Assistant in delivering the revenue and capital targets. Funding is generated from: individual major donors and Members of our high-level supporter scheme, charitable trusts and foundations, corporate sponsorship, legacy, on-site and online donations and low-level Membership scheme. Supporter care and personal stewardship (i.e. events, lectures, and exclusive trips) play an important part in our strategy; especially as such activities generate further support. The Development Assistant may also be required to assist the Director's Office from time to time.

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

**KEY RESPONSIBILITIES FOR THIS ROLE**

- To manage, maintain and update the database of donors in a timely and accurate fashion.
- To manage and develop the donation boxes and online giving strategy.
- To assist the Membership Assistant with the administration and delivery of the Membership scheme.
- To collect and process department invoices and expenses, and to reconcile the Department's donations monthly with statements from the Finance Department.
- To write for and update the fundraising pages on the website and printed materials.
- To project manage the bi-annual Newsletter, creating content and ensuring deadlines are met.
- To research and present new fundraising opportunities in all areas, such as Trust and Foundations, Individual Giving and Corporate Sponsorship.

- To assist the Development Officers and Development Manager with:
  - The administration of the Benefactor and American Friends Programmes, including renewals, receipts and event coordination.
  - Trust & Foundation Grant administration, including writing applications, reports and receipts.
  - Major Donor and project administration, including proposals, thank you letters and stewardship.
- To assist the Director of Development with diary management, meeting preparations and note taking.
- To liaise with a range of internal and external parties, including Trustees, the International Council and other Wallace Collection Departments.
- To support the Development Office in any appropriate way in order to fulfil the key responsibilities for the office and to assist in digital, out-of-office or after-hours activities and events as required.

### **Key Relationships**

Director of Development  
 Head of Development and Communications  
 Development Officer  
 Membership Officer

### **Reporting Structure**

This role reports to the Senior Development Officer.

### **PERSON SPECIFICATION**

- Excellent communication skills, both verbal and written.
- Excellent attention to details and strong organisational skills.
- High standards of presentation, ability to keep calm under pressure and problem-solving mindset.
- Ability to manage and prioritise a busy workload.
- Someone who is friendly, flexible and enjoys teamwork.
- Enthusiasm and passion for the Wallace Collection.

### **SALARY, BENEFITS AND WORKING HOURS**

The Salary for this post is within the range of £22,357 to £23,620 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 membership of an occupational pension scheme and after six months satisfactory service an interest free season ticket loan.

For this post, the normal working week is a five day week, Monday to Friday. The normal working day will be 9am to 5pm. However, some flexibility will be expected as occasionally the need to participate in specialist conferences or wider museum activities will arise.

### **HOW TO APPLY**

Please complete the Application form, and the Equal Opportunities Monitoring form, following the links provided. 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](mailto:recruitment@wallacecollection.org) by midnight Sunday 28<sup>th</sup> November 2021.

Please note late applications or applications via a CV will not be considered.

Interviews for the role will take place on either 07<sup>th</sup> or 08<sup>th</sup> December 2021. 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: Early January 2022

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.