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.

SALARY

£24,045 to £29,925 per annum dependent on skills and experience.

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, 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 Foundations)’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 from charitable trusts and foundations is essential to the museum. Excellent communication skills and a clear, concise and inspirational writing style when conveying the Collection’s aims and ambitions to potential funders will be key to this role. Supporter care and stewardship also play an important part of the position.

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 researching and creating applications to trusts and foundations, both in the UK and abroad, who may not have supported the Collection before or have lapsed in their support; 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 the Venue Hire Team to provide opportunities for corporate support in the Collection.

• To manage key relationships with charitable trusts & foundations and corporates, delivering proposals from conception to application, and providing all follow-up and reporting, including delivery of benefits.

• To communicate clearly and effectively, and to create good relationships with other departments at the Collection.

• To fully understand the organisation’s activities and build compelling, specific cases for support for grant applications and proposals.

• To maintain up-to-date records of correspondence with all trusts, foundations, corporates and prospects.

• To ensure the highest standards of data capture are maintained on Microsoft Dynamics 365, ensuring complete, accurate and up-to-date information on all donors and prospects. This includes, but is not limited to, information on giving history, relationships, contacts, applications, etc.

• To ensure any donor contracts are consistently recorded and fulfilled completely.

• 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.

OTHER RESPONSIBILITIES FOR THIS ROLE

• 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 assist in out-of-office or after-hours activities and events as required.

PERSON SPECIFICATION

• Excellent communication skills, both verbal and written.

• Demonstrable computer skills (familiarity with MS packages and databases).

• Excellent attention to detail and strong organisational skills.

• High standards of presentation, ability to keep calm under pressure and a pragmatic, problem-solving mindset.

• Ability to manage and prioritise a busy workload.

• Friendly and flexible attitude; enjoys working as part of a team.

• Enthusiasm and passion for the Wallace Collection.

SALARY, BENEFITS AND WORKING HOURS

The Salary for this post is within the range of £24,045 to £29,925 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 with flexibility as agreed with the line manager.

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 by midnight 23 January 2023.

Please note late applications or applications enclosing CVs cannot be considered and will be automatically rejected.

Interviews for the role will take place in the week commencing 30 January 2023. 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.

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.