DEVELOPMENT OFFICER (Individual Giving)
(Full Time, 40 Hours per week)
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.

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 (Individual Giving)’s role is to assist the Director of Development, the Development Manager, the Development Officer (Trusts and Foundations) 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 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.
KEY RESPONSIBILITIES FOR THIS ROLE

- 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 an excellent supporter care and events programme.
- 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 understand the aims of the Collection, ongoing projects and research and to be able to communicate them with enthusiasm to current and potential supporters.
- To support the Development Manager, the Development Director and the Director with Benefactor and Major Donor communication, events organisation and administration.
- 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 support the Development Manager in writing proposals for individuals about research projects or exhibitions.
- To oversee the Legacy programme, in collaboration with the Development Manager.
- To communicate clearly and effectively internally, and to foster transparent and excellent relationships with other departments at the Collection.
- To create and manage 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.

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
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.