

Candidate Pack

Development Assistant

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 in 2023/24, we attracted over 455,000 visitors to the museum.



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's key purpose is to increase the generation of income in order to enable the Collection to achieve its core aims and 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 Assistant's role is to assist the Director of Development, the Head of Development, the Development Officers, 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. This role reports to the Head of Development.



Role description

General

- 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 Head of Development with:
 - The administration of the Benefactor and American Friends Programmes, including renewals, receipts and event coordination.
 - Corporate partnership administration, including writing receipts, and updating 365.
 - 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 Development Board 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.

Person specification

Essential

- 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 role is between £27,500 and £28,500 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 as the need to participate in fundraising events or wider museum activities will arise.

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 **23/02/2025**. Please note late applications or applications via a CV will not be considered.

Interviews for the role will take place week commencing, **24/02/2025**. 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: April 2025

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.



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