

Candidate Pack

Development Officer: 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 Officer: Individual Giving's role is to support the Development Manager: Philanthropy & Individual Giving, and the wider team, in bringing about a significant transformation in fundraising at the Wallace Collection. The main focus for the role is the administration and development of the Wallace Collection's thriving Benefactor Programme, a high-level philanthropic membership scheme, which is central to the Wallace's fundraising efforts. Excellent and efficient supporter care and personal stewardship (i.e. events and lectures) play an important part of the position. 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: Philanthropy & Individual Giving.



Role description

Benefactors Programme

- To support the Development Manager: Philanthropy & Individual Giving in the delivery of a strategy to increase income from the Benefactors programme through recruitment of new patrons and the retention and upgrading of current patrons.
- To coordinate the accurate and timely administration of monthly renewals for current Benefactors at all levels to maximise annual renewal rates whilst delivering excellent supporter care.
- To plan and publish a 6-month programme of exclusive and high-quality events (including short trips) for all level of Benefactors. Ensure delivery both on-site and externally.
- To write and send the monthly e-newsletter for Benefactors.
- To draft communications to Benefactors on behalf of colleagues, including the Director, as required.

Major Donors and International Giving

- To write compelling proposals for individuals (including for donor circles/syndicates) about research projects, exhibitions or capital works.
- To write timely and engaging reports for donors on the impact of their gifts, thinking creatively about how to engage donors with current and future projects.
- To prepare profiles and briefings for colleagues and stakeholders for meetings/visits with assigned donors and prospects.
- To support the administration of gifts to the Wallace Collection in America.

Individual Giving and Legacy

- To support the Development Manager: Philanthropy & Individual Giving in the delivery of the onsite and online giving strategy, liaising with colleagues internally as needed.
- To support the Development Manager: Philanthropy & Individual with the administration of the Collection's Legacy programme, stewardship, reporting and promotion.

Fundraising Events

- To support colleagues in the successful planning and delivery of Fundraising Galas, dinners and ad hoc events, as required, including liaising with external and internal stakeholders.
- To create and manage concise and accurate guest lists and profiles for Development events, alongside the Development Assistant and the Assistant to the Directorate.

Role description

Finance and Administration

- To ensure the timely and accurate input of personal data into the Collection's Customer Relationship Management system in a way that is consistent with GDPR and other relevant legislation and best practice.
- Work with the Development Assistant and Financial Controller to maintain high standards in financial processes and the processing of payments, and ensure prompt recognition of gifts and payments received from donors and benefactors.

Other

- 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

- 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 databases).
- Friendly and flexible 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.



Salary, benefits and working hours

The salary for this role is between £31,500 and £34,700 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**
- **Full access to a free and confidential 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**
- **Enhanced 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 **30/09/2025**. Please note late applications or applications via a CV will not be considered.

Interviews for the role will take place on, **06/10/2025** and **07/10/2025**. 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: November 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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