

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 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 Department has recently expanded following a generous gift from the Kate and Marcus Agius Charitable Foundation, which has enabled the creation of two new manager roles. The Development Assistant will report to the Development Manager: Research and Operations.

The **Development Assistant** will play a critical role in helping to deliver a step-change in fundraising at the Wallace Collection to support the ambitious plans. The successful candidate provides support across the team and helps ensure that robust fundraising and financial processes are in place throughout the Development team. The post holder will play a vital role in supporting the fundraising efforts of the Collection by delivering high-quality philanthropic research, including donor profiles and briefing documents. They will help support the identification, qualification, and research of prospective donors to build a robust and strategic pipeline of support, with a particular emphasis on securing funding for the masterplan capital works. The Development Assistant may also be required to assist the Director's Office from time to time.



Role description

Fundraising Administration and Prospect Research

- Assist the Development Manager: Research & Operations with the identification, qualification and research of new prospective major donors.
- Assist the Development Manager: Research & Operations with the preparation of tailored profiles and briefings for colleagues and stakeholders for meetings/visits with assigned donors and prospects.
- Work with the Development Manager: Research and Operations to carry out due diligence on potential incoming gifts.
- Assist colleagues in the Development team with:
 - The administration of the Benefactor and American Friends Programmes, including renewals, receipts and event coordination.
 - Corporate partnership administration, including writing receipts and updating the database.
 - Trust & Foundation Grant administration, including writing applications, reports and receipts.
 - Major Donor and project administration, including thank you letters, saving donation forms, updating records and acknowledgements.
 - The administration and delivery of the Membership scheme.
 - The administration of the onsite donation boxes.
- Help with design and copy for fundraising material, including invitations, brochures and fundraising pages on the website.
- Support the Individual Giving Officer with the publication of the bi-annual Newsletter, inc. by creating content, liaising with the designer and printer and ensuring deadlines are met.
- Coordinate mailings of brochures, invitations and ad hoc material.

CRM, Data and Financial Processes

- Maintain and update the database of donors in a timely and accurate fashion.
- Coordinate the creation and management of concise and accurate guest lists, donor panels and profiles for Development events.
- Collect and process department invoices and expenses, and to reconcile the Department's donations monthly with statements from the Finance Department.

Other

- Assist the Director of Development with diary management, meeting preparations and note-taking.
- Liaise with a range of internal and external parties, including Trustees, the Development Committee and other Wallace Collection Departments.
- 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 £28,900.

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 **09/11/2025**. Please note late applications or applications via a CV will not be considered.

Interviews for the role will take place on **13/11/2025** and **14/11/2025**. 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: As soon as possible

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.



