

# Whitechapel Gallery

## Senior Development Manager Recruitment pack

Whitechapel  
Gallery





# Whitechapel Gallery

Whitechapel Gallery was founded in 1901 by the pioneering educators and philanthropists, Samuel and Henrietta Barnett, with the aim of bringing great artists, art and ideas from around the world to the people of East London. Now, over 120 years later, the Gallery is renewing its commitment to our founding mission. We recognise the importance of our pioneering history as a place for contemporary art and ideas that sits in the heart of the East End, and the opportunities that this offers to collaborate and connect with global, diverse communities, locally and around the world.

Over the years, we have grown exponentially in both ambition, outreach and influence, welcoming some of the world's most significant and visionary artists to our East London home; showcasing thought-provoking art and ideas from across the globe (including China, Brazil and the Islamic world); exploring topical, often challenging, themes and issues; and championing local and emerging talent.

We are hugely proud of our history and believe we have a continuing, and important responsibility to expand on our legacy and remit, ensuring our programme reflects the times we live in, speaks to, and with, diverse artists and audiences and enables an even greater range of voices, cultures and visions to rise to the fore. Above all, we recognise the critical role that art can play in firing up imaginations, reflecting lived experiences and opening up new possibilities for thinking, feeling and dreaming.

Gilane Tawadros, Director





## Our Vision and Mission

### Our Vision

The Whitechapel Gallery will occupy a distinctive and radically different position in the social and cultural landscape. We will build on our pioneering history as a place for contemporary art and ideas, translating and animating it for our time.

### Our Mission

The Whitechapel Gallery is a ground-breaking art institution that has existed for over 100 years. We make contemporary art and ideas accessible to local and global audiences in the East End of London, recognising the critical role that art can play in firing up our imaginations, reflecting our lived experiences and opening up new possibilities for thinking, feeling and dreaming.



# Our Values

**Public:** We are a public, cultural, social and civic space that is open and accessible to everyone. We take our responsibility as a public art institution seriously, believing that we have an accountability and duty of care towards all our stakeholders. We want our building to be a haven for anyone interested and curious about contemporary art.

**Permeable:** We are a place of reciprocal exchange and connection; an open, permeable institution that spills beyond its walls and learns with and through our many communities.

**Bold:** We are proud to work with artists and ideas that address the key issues and concerns of our times. We take risks in programming under-represented and under-served artists, focusing on the work of women artists and artists of colour, championing their contribution to contemporary art and society.

**Collaborative:** We believe that collaboration and collective endeavour fosters creativity, expands capability and increases productivity, and we actively seek equitable partnerships that create opportunities for artists, contributors and audiences to shape what we do.  
**Caring:** We promote and support a culture of care, respect, trust and accountability, and are dedicated to safeguarding the long-term future and sustainability of Whitechapel Gallery, artistically, environmentally and economically.

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# Senior Development Manager

## The Role

This is an exciting opportunity for a highly motivated, dynamic and commercially minded individual to lead on support from the Gallery's individual and corporate supporters.

A key role within Whitechapel Gallery's Development Team the successful candidate will play an instrumental part in realising some of the most exciting international artistic projects happening today, working with both artists and dedicated supporters to shape the artistic landscape and write the next chapter of arts philanthropy at the Gallery.

The Senior Development Manager is responsible for leading the Gallery's fundraising from Individuals as well as managing key Corporate relationships. This includes responsibility for developing and fulfilling the Gallery's Patrons programmes (Global Circle, Director's Circle, Curator's Circle, Patrons and Corporate Patrons), as well as project support from Exhibition Circles, the Commissioning Council, the Education Council and the Errantry Fund, a new initiative to garner support from philanthropists interested in creating long term structural change.

This is an important moment in the Gallery's history as we approach our 125th year anniversary in 2026, creating an opportunity to celebrate our distinguished past while presenting a radical vision for the future. An opportunity to re-look at our fundraising initiatives and align them with our new Vision Mission and Values, the Senior Development Manager will play a key role in transforming philanthropy at the Gallery over the next year, working closely with the Director of Development and Director.

The Senior Development Manager will be a fundraiser that enjoys working across streams and has a particular passion for identifying, cultivating, and nurturing inspiring and mutually beneficial relationships for the Gallery, and maintaining a portfolio of donor supporters and prospects. You will be unafraid of thinking creatively to deliver income generation that aligns with the Gallery's values, to ensure the Gallery's future financial stability.



# The Development Department

The Development Department is responsible for generating over a third of the Whitechapel Gallery's annual income through a variety of raised income streams, including individual donors, trusts and foundations, statutory funders, corporate partnerships and events. The Department raises income for all Gallery activities and projects; exhibitions, participation and community programmes; public talks and events; capital requirements; endowments and unrestricted revenue income.

## Accountability

The Senior Development Manager reports to the Director of Development and line-manages the Research and Database Officer.



# Key Responsibilities

## Strategy

- Lead on devising and implementing a streamlined strategy for the Whitechapel Gallery individual and corporate supporters with the goal of recruiting, retaining and upgrading supporters to maximise income, achieving agreed targets as part of the overall fundraising strategy, with support from the Director of Development.
- Lead all aspects of the Patrons' Programmes including marketing, fulfilment and renewals, ensuring high donor stewardship standards are maintained at all times.
- Lead on recruiting and retaining supporters to Exhibition Circles, Education Council, Commissioning Council and major donors with support from the Director of Development.
- Lead on researching and cultivating prospects across the Gallery's activities, including the introduction of new prospects to the donor pipeline, for both revenue and capital, and in particular for individual and corporate donors.

## Donor Management

- Personally manage a portfolio of prospects and donors, developing strong relationships with them.
- Coordinate the Gala Committee, working with the Director of Development, Head of Events and the Development Team to steward this group for this important fundraising event.
- Draft a plan for each donor relationship and liaise with colleagues as appropriate to manage the delivery of the plan.
- Develop and create well-presented funding proposals.

## Fulfilment and Stewardship

- Deliver benefits as agreed with donors, including accreditation.
- With the Head of Events devise and implement an engaging bespoke stewardship and cultivation programme for supporters and prospects, for example salon events with artists, supporter breakfasts, collection visits and international trips.
- Plan and deliver a communications strategy to donors in liaison with the Communications team.

## Administration

- Maintain up-to-date records of correspondence with all Whitechapel Gallery donors.
- Ensure the highest standards of data capture are maintained on Spektrix, 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, proposals submitted, etc.
- Maintain high standards in financial processes and record-keeping, including the administration of Gift Aid declarations, processing of payments and storage of personal data in a way that is consistent with Data Protection Act and other relevant legislation and best practice.

## **Prospecting and Research**

- Manage and oversee the preparation of tailored profiles for assigned donors and prospects, ensuring that briefing materials for donor visits are thorough, timely, and aligned with the team's objectives.
- Supervise the Research and Database Officer in the development and delivery of comprehensive prospect research, ensuring that new prospects are identified, researched, and effectively prioritised.
- Lead the Research and Database Officer in the design and implementation of systems and tools to monitor prospects across the team, ensuring a seamless progression through the donor pipeline and driving team success.
- Ensure the Research and Database Officer maintains high standards by supervising the timely and accurate logging of all prospect information and research in Spektrix, ensuring data integrity and compliance.
- Collaborate with the Director of Development and other senior colleagues across the Gallery to manage the identification, cultivation, and progression of supporters up the donor ladder, actively contributing to fundraising targets.
- Lead on galvanising the contribution of the Director of Development, Curators, Director, Trustees and relevant committees in identifying and cultivating prospects, ensuring a collaborative and goal-oriented approach to securing gifts.
- Manage the oversight of research and due diligence on prospects, working with the Research & Database Officer conducts these processes to a high standard and meets all compliance and ethical requirements.
- Support the Research and Database Officer deliver Ethics Committee papers, with support from the Director of Development and Development Manager, Grants and Foundations.

## **Other**

- Carry out any other duties required by the Director of Development.
- Remain informed about best practices within the arts and culture fundraising sector and developments within the professional landscape.
- Represent Whitechapel Gallery at appropriate public events, patron events, meetings and networking.

*These are a guide to the contents of the job and the skills and experience required. Job content may change over time and are not part of the contract of employment.*



## Person Specification

The successful candidate will bring the following qualifications, experience, skills and knowledge and personal attributes.

### Skills & Knowledge

- Demonstrable experience of securing gifts from individual and/or corporate donors towards agreed targets.
- Experience of working on an individual giving scheme.
- A dynamic networker with the ability to understand the needs of HNWIs, foster relationships with stakeholders.
- Good interpersonal and communication skills both verbal and written; tact, confidence, and maturity to network and liaise with a wide range of people.
- A rational thinker with the ability to help develop and implement policies and procedures to support best fundraising practice.
- Understanding of fundraising and cultivation events.
- Ability to use own initiative and work on multiple projects at once, delivering projects both individually and as part of a team to tight deadlines.
- Practical experience of creating and managing budgets.
- Skills to produce well-presented and professional documents, often to tight deadlines.
- Strong administrative and organisational abilities with close attention to detail.
- Experience working with a CRM database to deliver fundraising goals.
- Demonstrable interest and empathy with the activities and policies of the Whitechapel Gallery, in particular, the Exhibitions, Participation and Public Programmes.

Qualities that are desirable for this job role include:

- Good knowledge of the London and international contemporary art scenes, or knowledge of and/or strong interest in modern and contemporary art.
- Experience of working in a visual arts environment.
- A graduate in a visual arts-related field.
- Experience of using Spektrix database.
- Experience of working on a fundraising gala and/or charity auction.
- Experience of practical work related to Gift Aid, VAT and/or GDPR.

Essential

- Must have right to work in the UK.

*Whilst the above person specification offers a useful guide to the experience level expected, we welcome – and encourage – applications from anyone who feels they could bring alternative, equally beneficial skills, experience and perspective to the role.*





## Conditions of Work

Contract: Permanent

Hours of work: Full-time (36.25 hours)

Monday to Friday, 9:30am – 5:45pm (with one hour unpaid lunch). Hybrid working available based on the requirements of the role.

Salary: £42,000-£45,000 per annum contingent on experience

Probationary period: 6 months

The period of notice is 3 months in writing on either side. During the probationary period this will be reduced to one week notice from both parties.

Due to the nature of the job, some evening and weekend work will be required, as well as occasional travel. This will be compensated by time off in lieu.

## Benefits

### Annual Leave

Staff are entitled to 25 days' paid holiday, plus statutory bank holidays. Annual leave entitlement is increased every 3 years by an additional day, capped at 5 days.

### Pension Scheme

All staff are eligible to participate in the group personal pension scheme, with the Gallery contributing 5% of your gross annual salary.

### Employee Assistance Programme

All staff have access to our Employee Assistance Programme, which includes a 24/7 compassionate helpline, expert advice and up to six free counselling sessions.

### Training Opportunities and Travel Grant

We offer a range of training opportunities and learning programmes, including apprenticeships. To support your development and encourage exchange with peers, all permanent staff are eligible for a £200 annual travel grant (pro-rata).



### Discounts

Staff receive discounts from the Gallery bookshop and from the café, both subject to availability. Staff receive discounts on editions (one per edition) and publications (subject to availability). Staff are entitled to a 75% discount on Gallery 2 hire (the hire fee element only) and 50% on all other spaces, both subject to availability.

### Cycle to Work Scheme

For the benefit of both you and the environment, you can loan a bike through a Cycle to Work scheme.

### Exhibitions

For each exhibition at Whitechapel Gallery, staff are invited to a guided tour by a curator. Most major museums and galleries in London, and some beyond, grant free entry to exhibitions on presentation of your staff card.

### Events

Staff can request one complimentary ticket for their own use for each public event at the Gallery, subject to availability.

### Flexible Working Policy

Employees can discuss the Flexible Working Policy with the organisation following appointment.







## How to apply

Please return the application form in PDF format to [recruitment@whitechapelgallery.org](mailto:recruitment@whitechapelgallery.org)

In the email's subject line, type your full name followed by the job title. We would be grateful if you would fill in and return the Diversity Monitoring form with your application. When the application is received, the Diversity Monitoring form is removed and does not form part of your application. The information from these forms helps us monitor our recruitment campaign's effectiveness.

Unfortunately, due to the volume of applicants for advertised positions, we cannot contact unsuccessful candidates or give feedback on application forms. If you are still waiting for a response from us by the advertised interview date, please assume that your application has been unsuccessful.

## Access for people with disabilities

Please contact the Recruitment Team at 020 7539 3320 or via [recruitment@whitechapelgallery.org](mailto:recruitment@whitechapelgallery.org) if you cannot complete this form electronically or would like further access information. We accept video applications and audio applications. We are committed to offering an interview to disabled candidates who meet the minimum criteria for the job. By 'minimum criteria' we mean that the individual must provide us with evidence in their application form, which demonstrates that they meet the qualifications, skills or experience defined as desirable in the Person Specification.

## Equality, Diversity & Inclusion

We want our workforce to represent all sections of the community and expect all our workers to firmly commit to working with the Gallery to create an equal, diverse and inclusive workplace. Our ambition is to reflect society and to create a diverse, inclusive and welcoming environment for all to experience art.

