



# Whitechapel Gallery

Development Manager  
Recruitment Pack



Joy Gregory, *Cinderella Tours Europe (Cadiz)*,  
1998-2001. Digital C-type photographic print  
© Joy Gregory / Courtesy the artist

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# Welcome

Thank you for your interest in the role of Development Manager at Whitechapel Gallery.

This is an exciting and pivotal moment to join the Gallery as we approach our 125th anniversary. Alongside a landmark year of programming, we are delivering an ambitious programme of events that will play a critical role in strengthening our relationships with supporters, generating income, and enhancing our reputation as a leading contemporary arts institution.

As Development Manager, you will play an important role in helping us build thoughtful, ambitious and lasting relationships with individual supporters, patrons and corporate partners.

This role will be central to growing support for the Gallery at a significant moment in our history, working closely with colleagues across Development, Curatorial, Events and Communications to connect people with the artists, ideas and programmes that make Whitechapel Gallery distinctive.

We look forward to receiving your application.

Director of Development  
Whitechapel Gallery

Installation View, *Zineb Sedira: Dreams Have No Titles*, 15 February – 12 May 2024, Whitechapel Gallery, London. Photo: Damian Griffiths

# About Whitechapel Gallery

Whitechapel Gallery is a ground-breaking arts institution located in the heart of London's East-End – one of the most diverse and creative quarters in the world. Locally embedded and globally connected, the Gallery was founded in 1901 to enrich the cultural offer for the people of East London.

Our historic building, which incorporates the former Whitechapel Public Library, houses six exhibition spaces, a fully equipped auditorium, a variety of study and studio spaces as well as a specialist bookshop and café.

Over the years, the Gallery has played host to some of the world's most significant and visionary artists, showcasing art from across the globe, including China, Brazil and the Islamic world. Our diverse artist roll call includes: **Barbara Hepworth (1954) • Jackson Pollock (1958) • Lee Krasner (1965) • Helio Oiticica (1969) • David Hockney (1970) • Gilbert & George (1971) • Eva Hesse (1979) • Frida Kahlo (1982) • Sonia Boyce (1988) • Cindy Sherman (1991) • Alfredo Jaar (1992) • Kiki Smith (1995) • Tony Cragg (1997) • Nan Goldin (2002) • Sophie Calle (2010) • Zarina Bhimji (2012) • Hannah Höch (2014) • Emily Jacir (2015) • William Kentridge (2016) • Theaster Gates (2021) • Nicole Eisenman (2023) • Zineb Sedira (2024) • Peter Kennard (2024) • Donald Rodney (2025) • Hamad Butt (2025) • Joy Gregory (2025).** We are equally committed to supporting local artists and communities, many of whom come from, or reflect, the many migrants that have made Whitechapel and its surrounding areas their home.

From ground-breaking solo shows to thought-provoking group and thematic exhibitions, the Gallery's focus on bringing artists, ideas, and audiences together, remains as important today as it did over a century ago.

Installation View, *Gavin Jantjes: To Be Free! A Retrospective 1970 – 2023*, 12 June – 1 September 2024, Whitechapel Gallery, London. Photo: Damian Griffiths



# Our Vision, Mission and Values

## Our Vision

Whitechapel Gallery will occupy a distinctive and radical 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

Whitechapel Gallery is a ground-breaking art institution that has existed for more than 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 are proud to be a pioneering East End cultural institution that is locally embedded and globally connected. 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 an inspiring, soulful and intimate destination; a haven for anyone interested and curious about contemporary culture.*
- **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. We offer an open-hearted, open-minded space for artists, ideas and audiences to come together.*
- **Bold:** *We are proud to work with artists and ideas that address the key issues and concerns of our times. We focus on amplifying under-represented voices, women-identifying 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.*

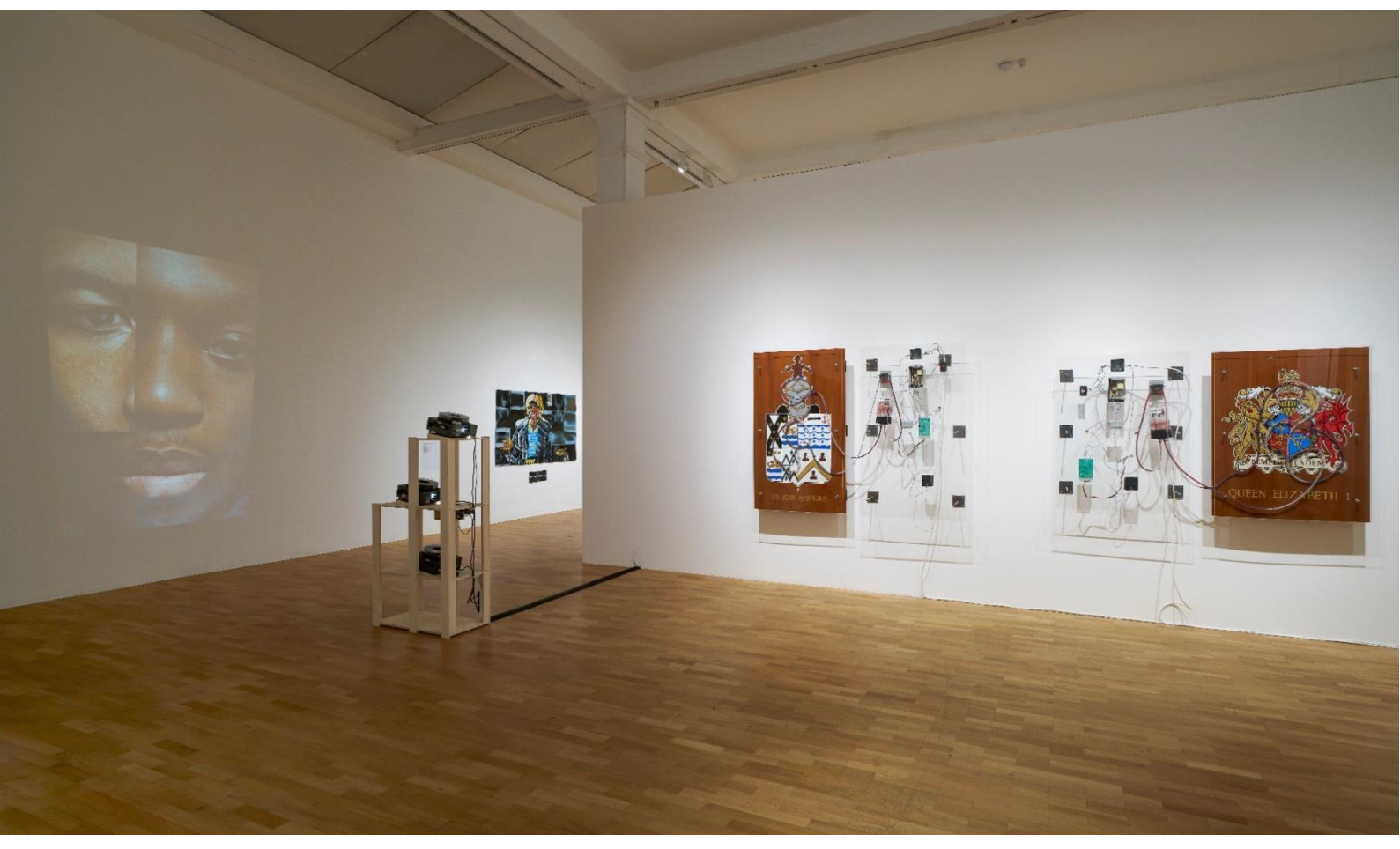
# Our Programme

Whitechapel Gallery's acclaimed multi-disciplinary programme is presented seasonally and comprises a mix of free and ticketed exhibitions, displays and public events. These build on Whitechapel Gallery's legacy as a pioneering and radical arts institution, celebrated for its leading work in arts education and renowned for supporting some of the world's most visionary artists at crucial points in their careers.

We aim to reflect, inform and shape vital artistic and cultural trends through solo and thematic exhibitions live performance, screenings, open-calls and new commissions with a focus on showcasing under-represented voices, women-identifying artists and artist of colour from the UK and across the globe. Most exhibitions are accompanied by publications that deepen understanding of the work of participating artists, while also contributing to building new critical scholarship and revising established art histories. Each season we also host a range of accompanying public talks, events, workshops, festivals, lunches and other initiatives that expand thinking around contemporary art and ideas.

Learning and outreach sit at the heart of the Gallery and emphasis close collaboration with local families, schools and communities, who we value as key stakeholders in our organisation. We offer inclusive creative opportunities for young people (especially those aged 15-24) in East London; working with local state primary, and secondary, school pupils and teachers in Tower Hamlets and Newham; and offering platforms for artists and artistic communities, especially those from marginalised backgrounds.

Installation view: *Donald Rodney: Visceral Canker*, 12  
February – 4 May 2025. Photo: Above Ground Studio



*International in its scope and reputation... of all London's galleries, it remains the one that is truly of the people [...] The Whitechapel is at the apex of London's extraordinary contemporary art scene.*

- The Financial Times

*In these polarized times, giving people a space to explore objects, perform and play, alone and with strangers, feels like a radical, exhilarating proposition.*

- ARTnews

*This is the place to promote a belief in the good of art.*

- The Independent

*Excellently unmuseumlike.*

- The Guardian

*Sculpting Conversations, 14 June – 3 September 2023, Whitechapel Gallery, London. Photo: Manu*



# The Role of the Development Manager

## Purpose of the Role

The Development Manager is a key role within Whitechapel Gallery's Development Team, with responsibility for managing and growing support from individual supporters, patrons and corporate partners.

The postholder will manage the Gallery's Patrons programmes, including Global Circle, Director's Circle, Curator's Circle, Patrons and Corporate Patrons, as well as supporting fundraising activity linked to Exhibition Circles, the Commissioning Council, the Education Council and the Errantry Fund.

The role will focus on recruiting, retaining and stewarding supporters, developing strong donor relationships and helping to grow income in line with the Gallery's fundraising strategy. The postholder will also manage a portfolio of supporters and prospects, working closely with the Director of Development on higher-level donor relationships where appropriate.

Although the role does not have formal line management responsibilities, the Development Manager will provide senior coordination across individual giving, corporate patron activity, donor stewardship, prospect development and supporter communications. They will work closely with colleagues across the Development Team and wider Gallery to ensure activity is well planned, coordinated and delivered to a high standard.

As the Gallery approaches its 125th anniversary, this role will support the development of fundraising initiatives that reflect Whitechapel Gallery's mission, values and artistic programme, and help build long-term support for the Gallery's future.



## **Key Responsibilities**

### **Individual Giving and Patrons**

- Manage and develop the Gallery's individual supporters and corporate patrons programme, supporting the Director of Development to recruit, retain and upgrade supporters and achieve agreed income targets.
- Manage the day-to-day delivery of the Patrons Programme, including communications, marketing, benefits, renewals and stewardship, ensuring supporters receive a high-quality and consistent experience.
- Support the recruitment and retention of supporters for the Exhibition Circles, Education Council and Commissioning Council, working with the Director of Development on higher-level donor relationships where appropriate.
- Research, identify and cultivate new prospects for the Gallery's supporter pipeline, particularly individual supporters and corporate prospects.

### **Donor Management and Stewardship**

- Manage a portfolio of individual, patron and corporate supporters and prospects, developing tailored cultivation and stewardship plans to support retention, upgrades and new income.
- Coordinate donor and supporter stewardship activity, including benefits, accreditation, supporter communications and bespoke cultivation events.
- Work with the Senior Events Manager and wider Development Team to support events for supporters and prospects, including salon events, supporter breakfasts, collection visits, international coordinate the Gala Committee, working with the Director of Development, Senior Events Manager and Development Team to steward this group for the Gallery's major fundraising event.
- Prepare donor and prospect briefings, profiles and relationship plans, liaising with colleagues across Development, Curatorial, Events and Communications as needed.

### **Prospect Research and Pipeline Development**

- Work closely with the Research and Database Officer to identify and research new prospects, maintain accurate prospect records and support movement through the donor pipeline.
- Work with the Director of Development, Curators, Director, Trustees and other relevant colleagues or advisory groups to identify and cultivate prospective supporters.
- Request, review and coordinate research and due diligence on prospects, ensuring this is completed to a high standard.
- Support the preparation of Ethics Committee papers, working with the Research and Database Officer, the Director of Development and the Senior Development Manager.

### **Administration and Data**

- Maintain accurate and up-to-date records of donor correspondence, giving history, relationships, proposals, contacts and stewardship activity on Spektrix.
- Ensure high standards of data capture, financial administration and record-keeping, including Gift Aid declarations, payment processing and secure handling of personal data.

- Provide regular updates on supporter activity, prospect development and progress against agreed targets.

**Other**

- Remain informed about best practice within arts and culture fundraising and wider developments in the professional fundraising landscape.
- Represent Whitechapel Gallery at appropriate public events, supporter events, meetings and networking opportunities.
- Carry out any other duties reasonably required by the Director of Development.



## Person Specification/Skills & Knowledge

### Essential

- Proven experience of securing gifts from individual and/or corporate supporters, with evidence of working towards agreed income targets.
- Experience of managing or supporting an individual giving, patrons, membership or supporter scheme.
- Strong understanding of donor cultivation, stewardship and retention, including experience of managing donor pipelines, cultivation plans or supporter journeys.
- Confident relationship-builder and networker, with the ability to engage high-net-worth individuals, corporate supporters, trustees, senior stakeholders and internal colleagues with professionalism and discretion.
- Excellent written and verbal communication skills, with the ability to produce clear, persuasive and well-presented proposals, briefings and donor communications.
- Strong organisational skills, with excellent attention to detail and the ability to manage multiple priorities, deadlines and relationships at the same time.
- Experience of using a CRM or donor database to record activity, manage relationships and support fundraising goals.
- A demonstrable interest in and empathy with the mission, values and programme of Whitechapel Gallery, particularly its Exhibitions, Participation and Public Programmes.
- Must have right to work in the UK.

### Desirable

- Experience of supporting fundraising or cultivation events.
- Practical experience of working with budgets, financial information or fundraising targets.
- 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.

## Conditions of Work

**Contract:** Permanent

**Hours of work:** Full time, 36.25 hours per week, Monday to Friday 9:30am-5:45pm.

**Salary:** £39,000-£41,000 per annum

**Probationary period:** 3 months with maximum extension of 2 months

**Notice period:** 3 months. During the probation period the notice is 2 weeks in writing on either side.

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

### 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.

**Enhanced family leave** – maternity, paternity and carer's leave

### 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, 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

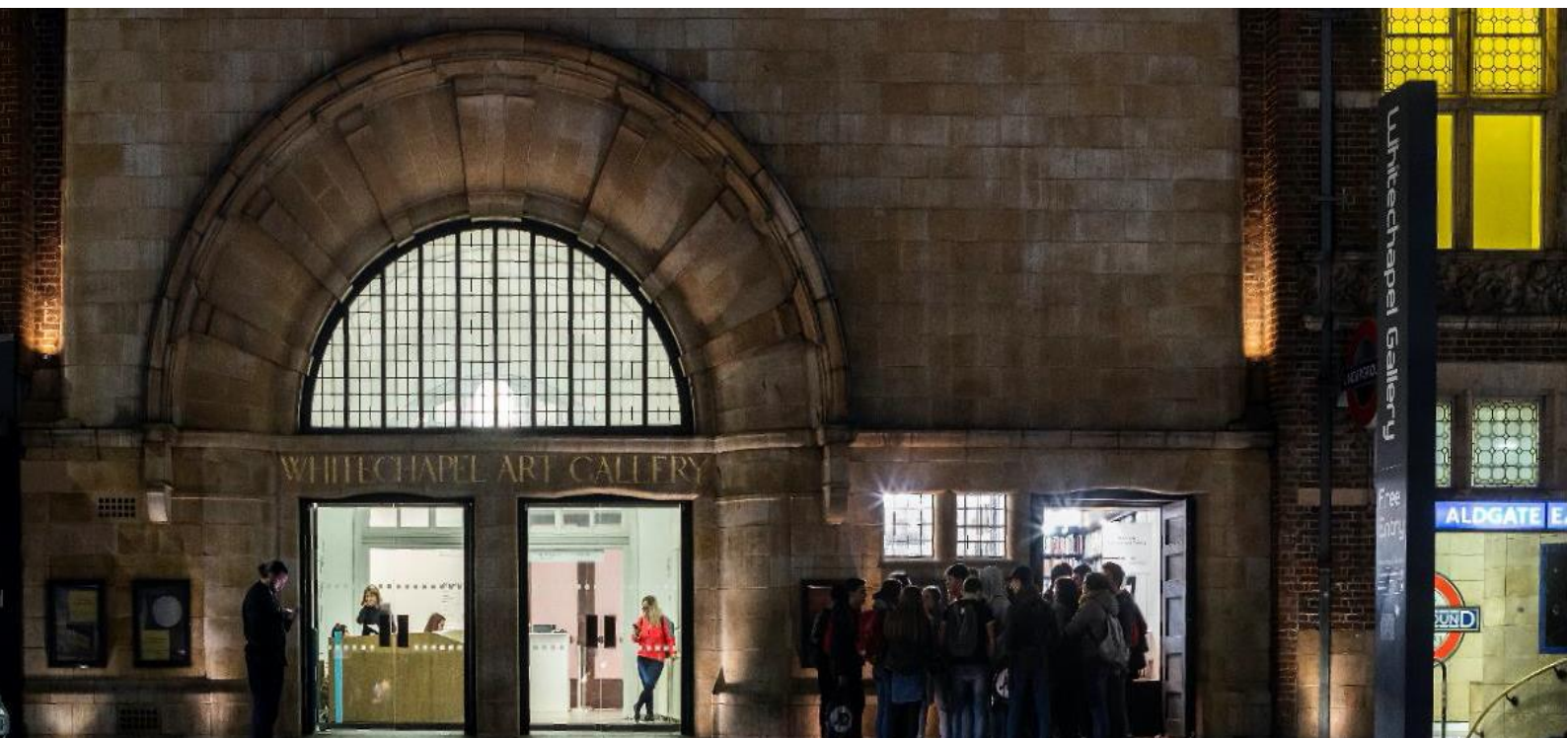
For the benefit of both you and the environment, you can loan a bike through a Cycle to Work scheme.

### 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.



# Recruitment Information

## 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 us 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.

**Deadline for applications:** Thursday, 23 July 2026

**Interviews:** Tuesday, 4 August 2026



The background of the entire image is a vibrant blue. Overlaid on this are several thick, expressive black brushstrokes. One prominent stroke in the upper left forms a double-loop shape. Another stroke on the right side is a vertical, slightly curved line. A third stroke in the lower right is a diagonal line with a rough, textured edge. A fourth stroke in the lower center is a curved line that arches upwards.

# THE WORLD IN WHITECHAPEL

 Whitechapel Gallery