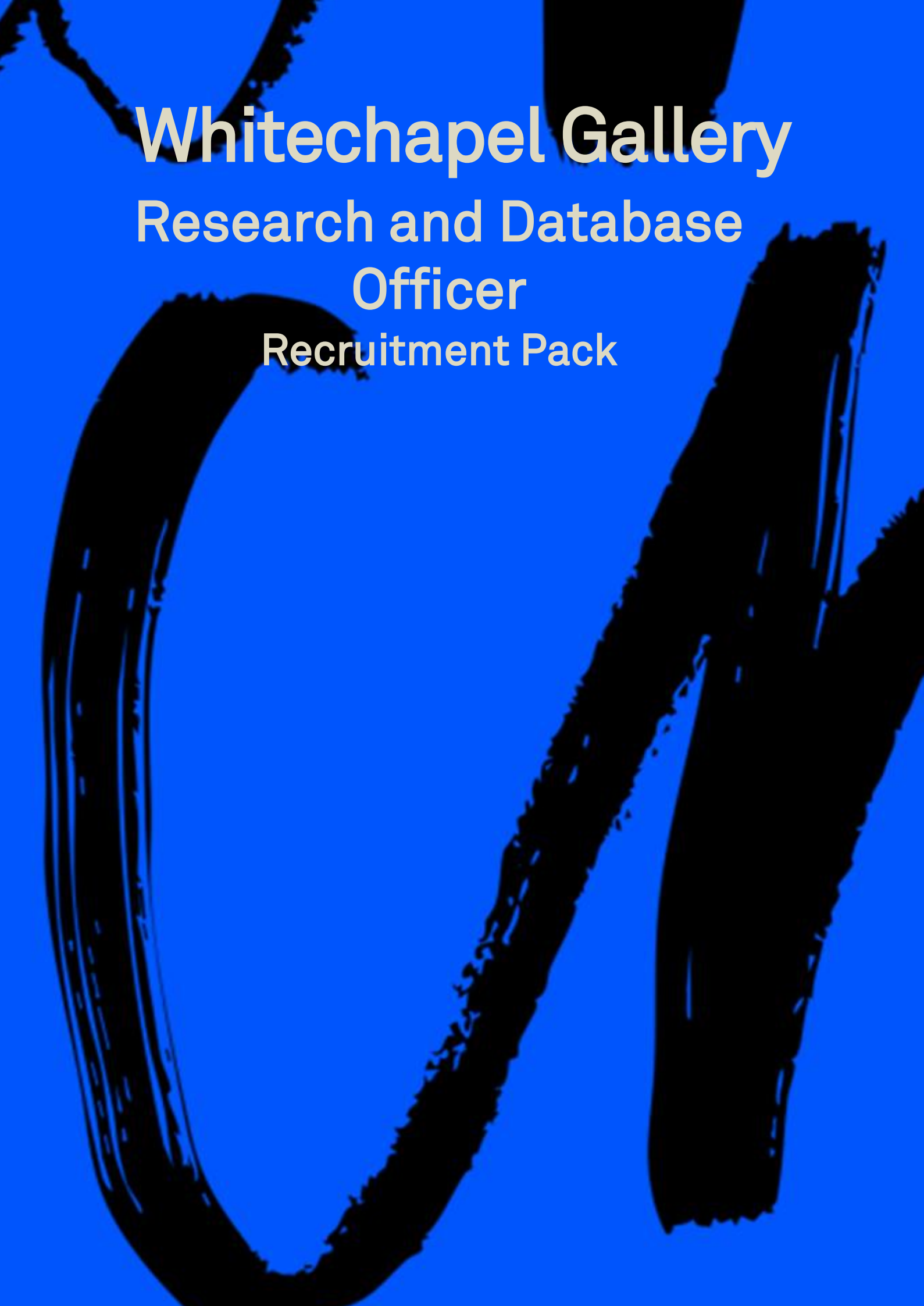




Whitechapel Gallery

Research and Database Officer Recruitment Pack



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

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Thank you for your interest in the role of Research and Database Officer at Whitechapel Gallery.

The Research and Database Officer plays a key role in researching potential donors, maintaining and supporting due diligence processes and recording information on the Gallery's database in a timely and accurate manner. The post holder will support colleagues identify new leads and implement the Development Department's policies on the collection and interpretation of data.

We hope this recruitment pack gives you a helpful introduction to the role, and we look forward to receiving your application.

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.*

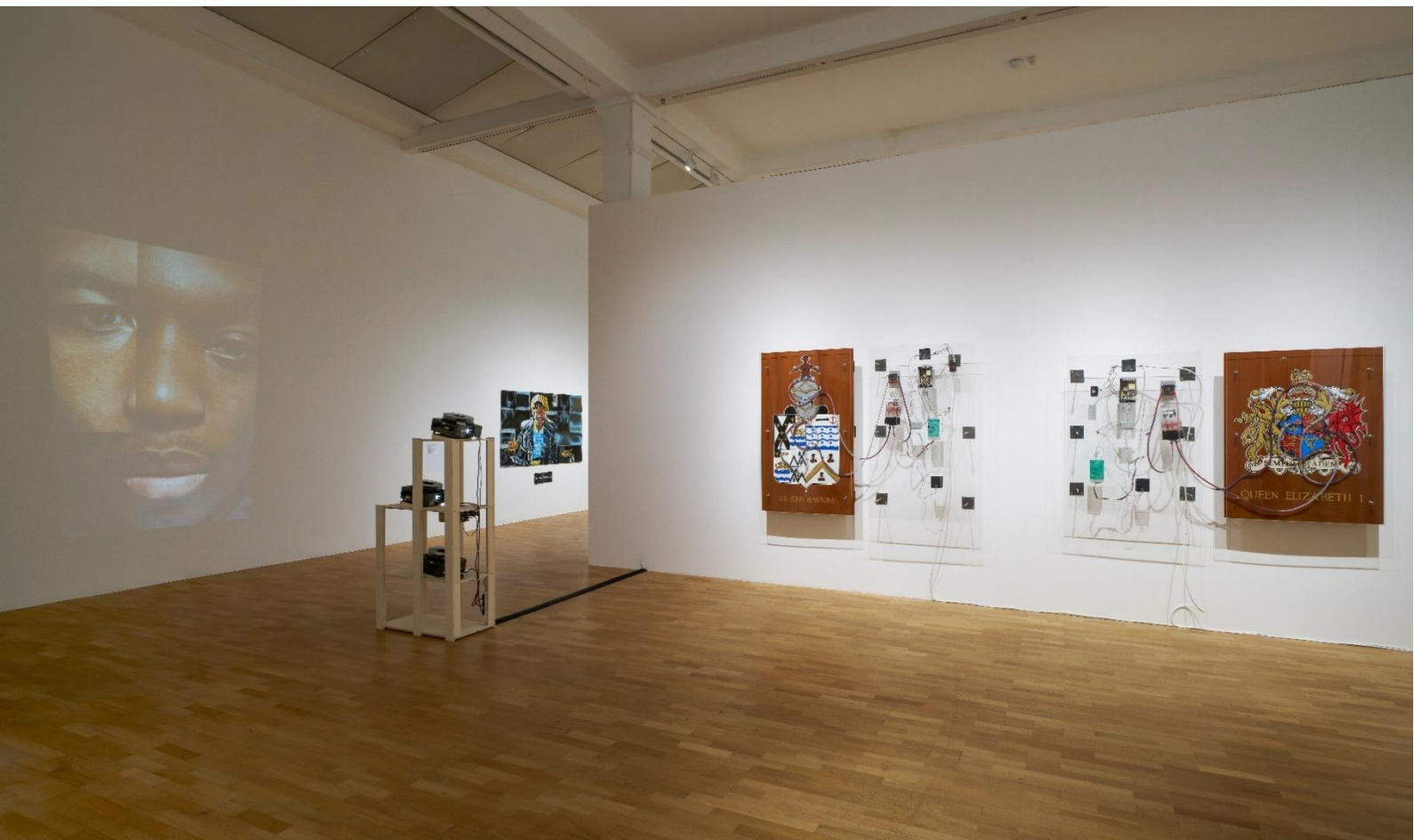
Our Programme

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, lates 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 preposition.

- 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:
Manuel V



The Role of the Research and Database Officer

Purpose of the Role

The Research and Database Officer is an important member of the Development Team, helping to increase income generation by providing high quality, accurate and relevant research, and administrative support across the department. The successful candidate will work closely with the Development team to deliver the Department's fundraising target across major donors, Trusts and Foundations, Statutory Bodies, Corporates and Patrons. Specific responsibilities will include strategic prospect identification and development of a pipeline of potential supporters. Working closely with members of the team, the Research and Database Officer will further develop the Development Office's database (Spektrix) into a key tool to support fundraising performance and growth.

The post has a key role in researching potential donors, maintaining and supporting due diligence processes and recording information on the Gallery's database in a timely and accurate manner. The post holder will support colleagues identify new leads and implement the Development Department's policies on the collection and interpretation of data.

The Research and Database Officer works within the Development Team and reports to the Development Manager.



Numbi Fest, 16 June 2024.
Photo: Rehan Jamil

Key Responsibilities

Research

- Support the team to achieve financial targets by proactively identifying new funding prospects through research, pipeline development and stewardship initiatives.
- Conduct detailed biographical and financial research on corporate, individual and foundation donors and prospects using appropriate print, electronic and on-line sources.
- Investigate the criteria and objectives of statutory bodies, trusts and foundations, embassies and cultural institutes, and the corporate sector to assess synergy with our ambitions and identify funding opportunities.
- Manage and maintain prospect research protocol to ensure that the acquisition, storage and use of research data complies with the GDPR and other legal and regulatory requirement, and respects confidentiality and privacy and all other legal and regulatory requirements.
- Conduct due diligence screenings as appropriate and prepare due diligence profiles to support the approval processes, ensuring compliance with our policies.
- Prepare tailored profiles of assigned donors and prospects, and briefing materials for visits by donors and in advance of cultivation events.
- Assist in drafting core information for adaptation into funding proposals.
- Liaise with Exhibitions, Participation and Communication teams to coordinate and deliver donor care initiatives including the compilation and mailing of post-project reports.
- Support the Director of Development to prepare information for the Ethics Committee.
- Notify colleagues of deadlines for submissions and guiding applications to comply with their criteria.
- Review on an ongoing basis media activity and changing business practices in relation to existing donors, in order to manage risk and ensure proper stewardship/partnership renewal.

Database

- Coordinate the administration of regular giving, ensuring the Senior Development Manager is informed of upcoming renewals and payments.
- Implement a tracking system for existing donors and top prospects and make recommendations towards donor development.
- Work with fundraising teams to ensure lists of top prospects are shared with senior colleagues and relevant teams.
- Ensure team KPIs are collected and reported back to key stakeholders on a monthly basis.
- Coordinate prospect meetings and prepare prospect lists and upcoming project information, and set actions for follow up.
- In collaboration with colleagues, ensure that data on Development-related prospects and key organisation contacts is kept current.
- Support in other Development-related aspects of database maintenance as required, such as gift entry and event bookings.
- In accordance with data protection regulations and best practice, ensure the prospect constituency on Raiser's Edge is maintained, compliant and regularly updated to reflect key and relevant information.

Donor Engagement

- Draft thank you letters for donors and manage benefits such as catalogues distribution to supporters.
- Support the delivery of accurate and timely crediting of donor support for the Department, from Exhibition catalogues and seasonal print to donor boards. Support Development event management, including guest list, invitation design, mailout, RSVP registration, event briefing and onsite support.
- Coordinate donor communications, including monitoring supporter's inboxes, the design and distribution of regular donor newsletters and invitations.

Other

- Embed best practice use of the database within the team, developing tools to analyse and review our prospect pool.
- Lead financial administration across the Development Team, including invoicing, coding, and nominal reviews.
- Stay up to date with philanthropy news and regulations, including Gift Aid and GDPR, updating prospect records and highlighting relevant updates to the team.
- Assist with Development events and initiatives as required, supporting the team and engaging with donors and prospects as a representative of the Gallery.
- Support with relevant team administration and with any other duties commensurate with the role that may reasonably be required.
- Any other reasonable duties as requested by the Development Manager, Director of Development, Director of Operations and Resources, and Director.



Person Specification

Essential qualities include:

- Full IT literacy, including excellent knowledge of MS Excel, and experience of using a CRM system such as Spektrix, Raiser's Edge, Tessitura or similar – to maintain information systems.
- Excellent ability to summarise significant amount of data and present information in a clear and concise manner.
- Methodological approach to work and excellent time-management and organisation skills, with the ability to work independently.
- Working collaboratively with colleagues across various departments and helping the team to achieve its goals.
- Excellent analytical and research skills with the ability to read and analyse significant amount of data.
- Must have right to work in the UK.

Qualities that are desirable for this job role include:

- Experience working in a busy Development/Fundraising team.
- Experience in conducting prospect research, including new business prospecting, full research profiles and due diligence screenings for corporate, trust and individual supporters.
- Excellent knowledge of the current General Data Protection Regulation.
- Experience of fundraising processes, donor relations, and mechanism of high value fundraising.
- Knowledge of high value audience and clear understanding of corporate and philanthropic giving.

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: £28,500 per annum

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

Notice period: 2 months. During the probation period the notice is 1 week 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

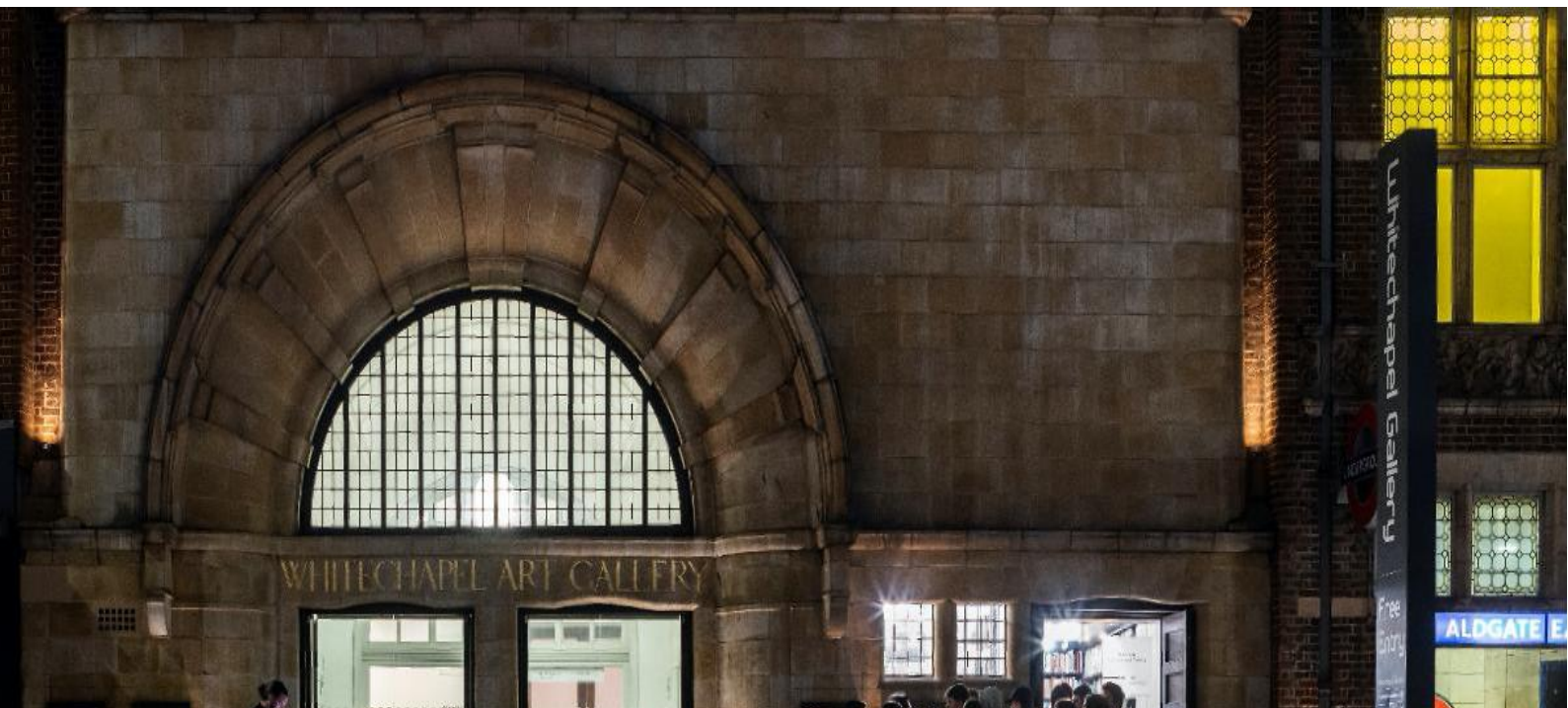
For the benefit of both you and the environment, you can loan a bike through a Cycle to Work scheme.

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 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 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: 12:00pm on Monday, 28 September 2026

Interviews will take place w/c 5 October 2026. However, we will be reviewing applications on a rolling basis and reserve the right to close the vacancy early if a suitable candidate is appointed.





THE WORLD IN WHITECHAPEL



Whitechapel Gallery