THE WALLACE COLLECTION

Candidate Pack

Development Manager: Corporate Partnerships

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.

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's key purpose is to increase the generation of income in order to enable the Collection to achieve its core aims and sustain and increase the supporter base of the museum. Alongside a fundraising revenue income target, the Development Department is seeking to raise funds for a masterplan that 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.

The Development Manager: Corporate Partnerships role is to identify, secure and build new corporate relationships and partnerships that will deliver new income for the Wallace Collection. This position focuses on developing new leads for corporate support, strengthening existing relationships and ensuring the Wallace Collection's offer remains attractive in a changing landscape.

Close collaboration with all museum departments at the museum and strong internal communication will be crucial for the success of the post holder. This role reports to the Head of Development.



Role description

Corporate Strategy and Prospecting (50%)

- Support the Head of Development and Director of Development in the development and implementation of a Corporate Development strategy.
- Lead on prospect identification, research and cultivation for new corporate partnerships and sponsorships for exhibitions and other projects.
- Develop a strong prospect pipeline for exhibitions, outreach programmes and corporate membership.
- Produce engaging and compelling proposals and pitch decks to inspire prospective corporate partners.
- Attend networking events to help identify potential new partners.
- Analyse wider sector trends and giving patterns.

Account Management and Stewardship (35%)

- Develop strong working relationships with current corporate partners to deliver against contractual obligations and maximise potential to enhance partnerships in the future to deliver future income.
- Work closely with other teams across the organisation and Development colleagues to ensure all stewardship benefits, including crediting, are delivered in a timely and proactive manner.
- Be responsible for process, sign-offs, contractual crediting obligations, reviews and deadlines.
- Create regular updates and impact reports and deliver stewardship events such as private views for partners as required.
- Prepare briefing notes and presentations as required for the Director and Director of Development ahead of meetings.
- Assist the Department in constructing donor pipelines, reports and lists on the CRM (Microsoft Dynamics).
- Prepare due diligence reports on new and existing corporate partners.

Finance and Administration (10%)

- Support the prompt and efficient administration of corporate sponsorships, memberships and donations, thanking of key contacts (both from the Director and the Board).
- Work together with the Development Assistant and Finance office to raise invoices and receipts.
- Ensure the CRM is up to date and that records are consistent.

Other (5%)

- 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 externally, and to foster transparent and excellent relationships with other departments at the Collection.
- To assist in out-of-office or after-hours activities and Development events as required.



Person specification

Essential

- Proven track record of securing income (including five and/or six figure partnerships) from the corporate sector, ideally gained within a sales or fundraising environment.
- Experience of preparing corporate partnership agreements or similar legal contracts
- Commercial awareness and understanding of corporate needs across various sectors.
- Exceptional communicator with an excellent eye for detail.
- 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.
- Experience of building and managing a new-business pipeline.
- A collaborator with strong experience of working in partnership with a wide variety of internal and/ or external stakeholders at different seniority levels.
- Excellent IT skills, confident in the use of Microsoft Office and CRM databases.
- Enthusiasm and passion for the Wallace Collection.

Desirable

- Experience of working in the charitable or arts sector, with an understanding of the importance of Corporate Philanthropy.
- Experience of financial data management.



Salary, benefits and working hours

The salary for this role is between £36,500 and £42,000 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**
- **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)
- **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 to support the general activities of the Department and museum.

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 **08/12/2026.** Please note late applications or applications via a CV will not be considered.

Interviews for the role will take place on, **14/12/2026** and **15/12/2026.** 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.




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