

JOB DESCRIPTION

JOB TITLE: Individual Giving Manager

RESPONSIBLE TO: Senior Development Manager (Maternity Cover)

DATE PREPARED: September 2026

1. JOB PURPOSE

The Development team is responsible for devising and implementing The Hepworth Wakefield's fundraising strategy to meet agreed income targets from a range of supporters, including individuals, trusts & foundations, our Membership schemes and the corporate sector. The Development team works closely with all departments to foster a fundraising culture and generates income towards our core costs, special projects and capital campaigns.

As Individual Giving Manager, you will manage all areas of giving from individuals and their associated businesses. This includes one-off gifts towards the collection, specific projects and exhibitions, as well as our regular giving schemes: Members, Patrons and Circle Members. Alongside charitable income generation, the Individual Giving Manager will also be responsible for devising and delivering an exciting programme of cultivation and supporters' events, both at the gallery and at artist studios, major art world events and exhibitions. The postholder will support the Executive team on a cultivation and stewardship strategy for major donors and approaches for major gifts.

2. KEY RESPONSIBILITIES AND RESULTS

- Working closely with the Senior Development Manager, Executive Director and Artistic Director, you will identify and plan a cultivation strategy for a range of individuals and their associated businesses in order to inspire new donors and secure gifts and sponsorship for a wide range of Hepworth Wakefield projects and exhibitions.
- Through excellent stewardship, maintain strong relationships with all existing individual donors, patrons and circle members, identifying new opportunities to attract further support in order to achieve agreed income targets. You will keep

accurate records in our CRM system and promptly follow up on pledges and all necessary paperwork including Gift Aid and donation receipts.

- Manage The Hepworth Wakefield's Patron and Circle schemes to retain existing members through quality stewardship and work with The Hepworth's board of trustees and Senior Management Team to identify and secure new members through active cultivation. You will keep accurate records of renewal dates and issue payment requests promptly, keeping on top of monthly income reporting.
- Work closely with the Development Officer to integrate plans with our Members scheme and with our Editions team to develop a pipeline of prospects who can be converted into the higher giving levels.
- Research and benchmark our regular giving schemes to ensure we are maximising income-generating opportunities and present ideas for new ways to grow existing schemes or refresh our approach, considering all our assets including our award-winning garden, learning programme as well as our world-renowned art collection and exhibition programme.
- Organise and deliver a programme of impeccably executed cultivation and supporters' events within agreed budgets including our exhibition launch events, working with teams across the business to develop appropriate guestlists, manage the timely issuing of invitations and collect RSVPs, creating briefing notes for Senior Management Team and Board of Trustees ahead of each event.
- Work closely with Communication, Curatorial, Commercial and visitor facing teams to ensure supporter benefits are delivered to the highest standard, and that fundraising messaging is promoted effectively.
- Adhere to fundraising best practice and ensure The Hepworth Wakefield complies with fundraising regulatory, GDPR, and other relevant guidance for transparent and accountable fundraising.
- Contribute to the organisation's financial planning, managing expenditure for the budget areas you are responsible for and ensuring agreed income targets are met.
- Attend events at The Hepworth Wakefield and externally to represent the gallery and build relationships with prospective and existing donors.

The Hepworth Wakefield
Gallery Walk
Wakefield, West Yorkshire
WF1 5AW

T +44 (0)1924 247360
F +44 (0)1924 247370
www.hepworthwakefield.org

3. ADDITIONAL INFORMATION

We are committed to improving diversity within our organisation and we expect all our employees to share this commitment and help us to achieve these goals.

All staff must carry out all duties in accordance with our policies and procedures.

4. KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

E = Essential D = Desirable

Proven experience of securing income from private donors at varying levels – from small gifts through to major six figure donations.	E
Strong interpersonal skills and experience of relationship cultivation and stewardship.	E
Demonstrable ability to produce and deliver well-planned, high-quality events from small group off-site events to VIP donor and stakeholder moments.	E
Clear understanding of regular giving schemes and knowledge of all aspects of gift processing, including Gift Aid and data management	E
Awareness of the pre-eminent prevailing development agendas and opportunities facing fundraising for the visual arts and/or museums in the region and nationally.	E
Outstanding written and verbal communication skills and diligent attention to detail in making persuasive and targeted approaches and accurate record keeping	E
Excellent organisational, time-management and administrative skills to support the attainment of fundraising targets, and work within budget.	E
The ability to work flexible hours including some early mornings, evenings and weekends for which time off in lieu will be offered.	E
An active interest in and knowledge of visual arts.	D
An interest in The Hepworth Wakefield.	D
Educated to degree level or equivalent qualification or experience.	D

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5. BASIC TERMS AND CONDITIONS

- The salary offered for this position is £32,000 per annum, pro rata.
- This is a fixed-term position expected to last 12 months, from November 2026 until December 2027.
- Full-time (37 hours) although flexible working will be considered including compressed hours, reduced hours (minimum 30 hours) and flexible start and finish times.
- Hybrid working options available.
- There will be an occasional requirement to work evenings and weekends, for which TOIL will be granted.
- Probationary period of 6 months.
- Notice period 1 week during probation.
- The place of work is The Hepworth Wakefield, Gallery Walk, Wakefield, WF1 5AW.
- 25 days annual leave per annum plus bank holidays (pro rata), rising by a day each year of service up to a maximum of 28 days. The leave year runs from 1 April to 31 March.
- New employees meeting the criteria will be auto enrolled into a pension scheme run by Royal London, including an employer contribution of up to 6%.
- Enhanced maternity, paternity and adoption entitlements.
- Enhanced sick pay entitlements.
- Employee Assistance Programme offering confidential support services.
- Free eye tests run by Specsavers.
- Staff discount in the shop and café.

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