



Development Officer

Reports to: Head of Development

Works closely with: All MAP staff

Role type: Full-time

Location: Bangalore

Application deadline: 28th November, 2021

Commencement date: 3rd January, 2022

Click [here](#) to apply

About the Museum of Art & Photography (MAP)

MAP is south India's first major private art museum. Situated in Bengaluru, its mission is to take art and culture to the heart of the community, making it accessible to diverse audiences, and to create a museum-going culture that encourages people to experience art and heritage in new and inclusive ways. The museum is custodian to a growing collection of over 20,000 art works, predominantly from the Indian subcontinent and dating from the 12th century to the present. Its 40,000 sq. ft. flagship site includes five galleries, an auditorium, an art and research library, an education centre, a multimedia centre and a specialised research and conservation facility. For more information about the museum, please visit www.map-india.org. Interested applicants must share MAP's vision of encouraging and fostering new academic research and improving access to and understanding of the visual arts in India, with a key focus on inclusively building new audiences.

Role overview

MAP is currently recruiting a Development Officer who will play a key role in providing proactive support to the Head of Development in securing funds for the museum by ensuring the smooth and effective operations of the Development function. The successful candidate will be eager to pursue a career in arts fundraising, highly efficient, self-motivated, proactive and collaborative. This is a unique opportunity for a junior professional to get a head start in arts fundraising, within a world-class, innovative museum.

Duties and Responsibilities

Database and Communications

- Responsible for the Development database (eTapestry). Ensuring that information held is up to date and fit for purpose in terms of relationship management, donor stewardship and prospecting.

- Prepare financial and data reports from eTapestry as instructed by the Head of Development.
- Ensure mailing lists are up to date and appropriately tagged.
- Source content and write all Development related newsletters, emails and communications, including but not restricted to thank you letters, gift receipts, renewal reminders.
- Responsible for correct and up to date listing of all donors of MAP on all digital and printed assets.
- Ensure all data stored by MAP is in line with the European General Data Protection Regulation (GDPR)

Donor research and content drafting

- Keep track of all donors reporting and applications deadlines.
- Assist the Head of Development in creating proposals for support.
- Source content and write donors reports in a timely manner.
- Prepare budgets.
- Contribute content and initial drafts for funding applications and proposals, as required.
- Conduct targeted research tasks and reports, as required.
- Conduct in-depth research and identification of prospective donors.
- Draft donors agreements.
- Keep abreast of all new legal requirements within the Charitable, FCRA, CSR domains.

Communications & Events

- Collaborate with the Communications team to appropriately advertise fundraising campaigns through social media and the MAP website.
- Take on other relevant team administrative tasks and responsibilities as required including minute taking, creation of profile briefing notes and debrief notes.
- Manage VIP guest list
- Manage the events programme of MAP Young Patrons.

Person Specification

The successful candidate will possess the following traits and skills:

Essential:

- Demonstrable interest in and understanding of fundraising

- Demonstrable experience in administration and budgeting
- Experience of organising and managing events
- Excellent written and verbal communication skills
- IT literate with experience of using Excel and databases
- Attention to detail
- Excellent people skills
- Ability to manage multiple priorities under pressure and deliver to tight deadlines
- Ability to maintain confidentiality and a professional attitude at all times
- Ability to take and act upon instructions within a given time frame and in a busy working environment
- Highly organised and self-motivated
- Professional, friendly and collaborative approach with excellent communication and interpersonal skills

Desirable:

- Experience of working in a similar role within a non-profit in India
- Experience of working in a professional art environment
- Passion for the arts

Equality & Diversity

MAP is an equal opportunities employer. We oppose all forms of discrimination and believe that all people, regardless of their identity or membership of any group deserve to be treated equally, consistently and fairly.

We welcome creativity, excellence and different perspectives that individuals of all backgrounds and abilities bring to our work.

Application process

To apply please use [this link](#) and submit your application by 23rd November 2021.