



DEVELOPMENT OFFICER

Reports to: Head of Department & Inclusion

Role type: Full time

Location: Bengaluru

Contract: Permanent

Salary: Competitive

Commencement date: Immediate

About MAP

The Museum of Art & Photography (MAP) is a new and innovative art organisation based in the heart of Bangalore. MAP's mission is to exhibit, interpret and preserve a growing collection of art and cultural artefacts, motivated by a belief that museums can play a positive role in society. MAP is custodian to a growing collection of over 60,000 artworks, predominantly from south India and dating from the 10th century to the present.

Its 43,000 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.

MAP's long-term strategy is to be a sustainable and scalable model and a catalyst for further positive change in the museum sector in India, through capacity building and knowledge-sharing.

Role Overview

The Development Officer is a new role within the MAP Development team. They will work alongside the Development Manager and the Development Coordinator.

The role involves managing ongoing events and visits to MAP for existing donors and partners. The Development Officer will be responsible for relationship management (stewardship) of a portfolio of donors and sponsors. This includes being the first point of communication as well as producing timely reports as per the donor's requirements. The successful candidate will be a self-starter with excellent written and oral communications skills, ability to manage budgets and will have proven experience in events management.

Please note: This role requires flexible timing such as evenings and weekends, in order to attend and manage events. MAP has a compensatory off policy in place which is applicable when extra hours are required.

Roles and Responsibilities

- Managing events and private visits pertaining to the requirements of the Development team.
- Be the first point of contact for all queries regarding corporate hospitality at MAP.
- Managing relationships with all corporate clients and arranging hospitality as required.
- Planning of development related events of the highest quality.
- Helping to plan activities and events for corporate donors, and assisting with organising donor trips.
- Liaising with all external vendors, artists, speakers and any other party relevant to the events organised.
- Invoicing and monitoring payments to and from external parties, pertaining to these events.
- Managing all the administrative tasks pertaining to these events.
- Along with the team, maintaining the department database to ensure that information held is up to date and fit for purpose in terms of relationship management, donor stewardship and prospecting.
- Stewarding relationships with an allocated portfolio of donors and sponsors, as directed by the Head of Development and Inclusion. This includes but is not restricted to preparing utilisation certificates, projects reports, regular communications and updates as per the donor's requirements.
- Coordinating due diligence processes, when required.

Skills and Experience:

Essential

- 2 to 5 years' experience in either Arts Fundraising, Event Management, Administration or Finance.
- Proven experience in organising events, ideally for corporate organisations and HNIs.
- Exceptional communication skills, both written and verbal.
- Excellent interpersonal skills, with a collaborative approach.
- Strong organisational skills and an eye for detail.
- Confident in working with Microsoft Office.
- Self-driven, proactive and resourceful with a capacity to tackle any unforeseen crisis or issues that arise during the implementation of programmes.

Desirable

- Knowledge of the non-profit sector, museum operations, the arts industry, and arts marketing would be a plus.
- Previous experience in a similar role within an art organisation.

Organisational relationship

- Supervises assigned volunteers and outside vendors.
- Interacts with various levels of Staff, Visitors, Members and Volunteers.

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.