



## **Development Officer**

**Reports to:** Acting Head of Development.

**Role type:** Permanent

**Location:** Bangalore

**Contract:** Full Time

**Salary:** Competent

**Role Commencement:** Immediate

## **About MAP**

The Museum of Art & Photography (MAP) is one of India's first major museums of South Asian visual culture. The museum is housed in a state-of-the-art, 44,000 square foot building, designed by the acclaimed Indian architectural practice Mathew & Ghosh, on a landmark site at the heart of Bengaluru's museum district. MAP's five-story building on Kasturba Road includes multiple galleries where the collection is displayed, an auditorium, an art and research library, an education centre, a specialised research and conservation facility, as well as a café.

MAP's collection includes more than 60,000 works predominantly from South Asian: Modern and contemporary art, living traditions, textiles, craft and design, pop culture, pre modern art and photography, dating from the tenth century to contemporary times.

MAP's 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 ways. The museum is a space for ideas and conversations that are initiated through its collection, enabling the museum to engage with audiences in multiple ways. MAP seeks to inspire people to interact with art in ways that encourage humanity, empathy and a deeper understanding of the world we live in.

The Development team handles important supporting functions of the museum like Fundraising and strategy, corporate communication, stewardship, donor management and revenue generation. The team is composed of an Acting Head with a Development Administrator and Development Intern and is looking for a Development Officer to join with expertise and motivation to manage the team's functions.



## **Duties and Responsibilities**

- Working closely with, and supporting Acting Head with a range of initiatives and strategies to further. expand MAP , from time to time, within and beyond the scope of the organisation's immediate goals.
- Assist in drafting, managing and organising contracts for various projects, partnerships and commissions.
- Helping administer grant processes and funds
- Enhancing processes and keeping track of all MAP budgets and expenses.
- Devising strategies, including surveys, feedback forms, and interviews to collect, track, analyse and present data surrounding audience impact across all projects.
- Contributing to developing quarterly and annual reports in an accurate and timely manner, and in collaboration with relevant team members.
- Assisting in the production of project decks and presentations from time-to-time.
- Maintaining communications with donors.

## **Qualifications:**

- Have a relevant degree in arts management or social sciences, non-profit management, and an interest in art and culture.
- Have two to three years of experience in the non-profit, education or development sector, especially with an organisation/s that has a strong online presence or interface.
- Have an excellent command over written (compositional) English, an exceptional eye for detail and strong writing skills for developing reports, correspondence, policies, procedures, and organisational communications.

## **Skills Required:**

- Have interest in finance reporting and documentation
- Have strong interpersonal, problem-solving and communication skills.
- Are highly organised, systematic and exhibit a strong attention to detail.
- Are able to gain a working knowledge of current thinking, and best practices in the field.



- Ability to plan and prioritise a demanding workload and to meet deadlines.
- Are comfortable working on the Google workspace and remote working technology, specifically Google Docs and Google Sheets, along with other tools available on the Google Suite as well as Microsoft excel
- Are proactive and can be responsible and accountable for their own decisions while working simultaneously on multiple projects.
- Ability to work collaboratively within and across departments as well as work styles.

### **Equality & Diversity**

MAP is an equal opportunities employer. It opposes all forms of discrimination and believes that all people, regardless of their identity or membership of any group deserve to be treated equally, consistently and fairly. MAP welcomes creativity, excellence and different perspectives that individuals of all backgrounds and abilities bring to our work.