

MUSEUM MACAN

Development Assistant Manager Job Description

The Museum of Modern and Contemporary Art in Nusantara (Museum MACAN) is Indonesia's first museum dedicated to modern and contemporary art. Established in 2017, we are also the first and only museum in Indonesia with a membership program—one of the few in Southeast Asia.

Development Assistant Manager will report to Development Manager and Director.

Responsibilities :

General

Specific duties include, but are not limited to the following:

- In partnership with the Development Manager and Director, contributes to setting annual fundraising and membership goals for the department; establishes quarterly goals and benchmarks and internal reporting.
- Assists in overseeing special fundraising events and development related cultivation events including galas and dinners, in partnership with the Development Manager.
- Supervises a small team, and monitors their progress toward revenue goals, attends meetings providing reports for the Director, Development Manager and senior management, maintaining a high level of confidentiality.
- Supervises the implementation of processes related to donor and member programs, ensuring the smooth execution of workflows for new, renewed, and upgraded donors, members and supporters.
- With the Development Manager regularly reviews donor and membership program services, benefits, and policies.
- Sets a schedule of solicitations and cultivations, including timely delivery of mailings, appeals, creative materials, and messaging with Development Manager for all Development Programs and Campaigns.
- Oversees, reviews and where required, writes highly competitive, compelling sponsorship proposals, grant applications, Donor Proposals and renewals. Monitors proposal deadlines.
- Supervises Development team to ensure accurate and timely fulfillment of all proposals, processing and donor and sponsorship administration, memberships, acknowledgements, and ensures that payments are delivered to the Finance Department in a timely manner; assists with acknowledgement fulfillment processes, and ensures timely and regular in-house and external reporting.
- Writes and reviews newsletters and other supporter-focused correspondence. Works with other departments to develop marketing campaigns to increase retention and improving donor engagement through a range of revenues.
- Develops, promotes, and documents best practices and policies associated with member, donor, and prospect management.
- Maintains security, accuracy and integrity of database and patron information, working with team members to implement and maintain secure, effective management systems for the department's paper and electronic records.
- Serves as staff liaison for cultivation events, building positive relationships with board, committee members, and stakeholders.

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- With the Development Team, answers questions, provides research, fulfills website requests, and manages any specific needs of patrons.
- With the Development Manager, develops research to identify opportunities to expand support for the museum. Stewards relationships; maintains and expands professional contacts with foundations, individuals, and corporations. Develop and maintain positive, ongoing relationships with donors, members, and partners.
- With the Development Manager, manages delivery of the annual MACAN Gala and all other supporter events.
- Collaborates with the Museums' executive, curatorial, event, educational, marketing, publications, and finance offices to fulfill giving goals and partnerships.
- Works with Development Manager and the director to identify and cultivate contacts.
- Recruits and manages volunteers and interns for events and donor activities.
- Works in an efficient manner with a commitment to the highest levels of discretion and financial accountability.
- Additional responsibilities as necessary.

Qualification :

Education & Experience

- A minimum of three years of fundraising experience with special skills in corporate and foundation development OR experience as an Account Manager (marketing experience in arts-related role preferred).
- Highly organized and self-motivated with excellent written and verbal communication skills in English and Bahasa Indonesia.
- Event planning, design, and presentation skills.
- Ability to be resourceful and a creative problem solver.
- Ability to receive constructive criticism and take direction.
- Proficiency in Microsoft Office Suite.
- Ability to work nights and weekends as needed to attend relevant events and meet proposal deadlines.

Behavioral Competencies

- Motivated to secure and exceed budget expectations.
- Teamwork & Cooperation – ability to work cooperatively across the organization to achieve goals.
- Motivated to lead a small team to work at the highest levels of team work.
- Results Orientation – concern for surpassing a standard of excellence.
- Service Orientation – focusing one's efforts on discovering and meeting the needs of others.
- Engaging External Partners – identify and involve external stakeholders, including volunteer groups, in order to foster long term partnerships.
- Partner with Stakeholders – desire to work co-operatively with all stakeholders to meet mutual goals.
- Ability to understand and effectively articulate the mission and future plans of the Museum; to motivate and interact effectively with Board, volunteers, donors, and museum staff at all levels.
- Commitment to the highest ethical standards and ability to work effectively and discreetly.

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