Assistant Manager, Development
Job Description
Reports to Development Manager and Museum Director

The Museum is looking for an **Assistant Manager, Development** to join the Development Department.

The Development team works to advance meaningful long-term relationships with a wide range of stakeholders, to create and implement excellent programs for supporters this includes working with individuals, families, and their foundations, as well as corporates and businesses through sponsorships and government and non-government organizations to access grant programs. The Development Department contributes to the delivery of programs which support the immediate, mid-term and long-term strategic and financial goals of the Museum. The Development Department core programs include Patrons Programs, Membership (Individual, Corporate and Education), Sponsorships, Grants and Government Relations, as well as other fundraising programs and annual campaigns.

The Assistant Manager, Development role is an integral position that works closely with the Director and the Development Manager to assist in managing the smooth operations of the Development Department. The Assistant Manager, Development supervises other team members to ensure accurate and timely fulfillment of all programs, campaigns, proposals, gift processing, memberships, and acknowledgements. Working closely with the Development Manager, the position reports to the Director as well as the Development Manager to ensure that processes are in place for the department to meet its annual targets.

Critical to your success in this role will be your attention to detail, presentation, and ability to interact with a range of stakeholders. You will work effectively in a small team; with the ability to multi-task and lead other staff members to plan, research and implement programs across the department. You will have strong organization skills and be an excellent communicator in both Bahasa Indonesia and English. You are proactive with a good sense of entrepreneurship with the ability to act upon new opportunities. And also committed to the highest ethical standards with the ability to work effectively and discreetly.

The right candidate will also be an enthusiastic art lover, a great organizer and self-motivated, with a drive and passion for the arts.

**Responsibilities:**

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 avenues.
• 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
• 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
Qualifications and experience:
Education: Bachelor’s Degree

Work 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.

BEHAVIOURAL 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.