Grants and Partnerships Officer
Job Description

The Museum of Modern and Contemporary Art in Nusantara (Museum MACAN), is Indonesia’s first museum of modern and contemporary art which opened to the public in November 2017.

The Museum is looking for a dynamic individual to join the Museum Development team as its Grants and Partnerships Officer. Working within a small department The Grants and Partnerships Officer reports to the Development Dept Head/ Director and is responsible for the management of grant funding, partnerships and special strategic projects, to further the sustainability of the Museum, its mission and programs. Partnership and collaboration across the museum’s departments will be necessary to be successful in this role.

Critical to your success in this role will be your understanding of Government departments and their relationships, and the operation of national and international NGOs. You will have superior communication, the ability to influence and manage diverse stakeholders, excellent presentation and grant writing skills, and the ability to work independently.

This role has the following core components:

- Identifying grant and strategic funding opportunities
- Grant writing and reporting
- Stakeholder management — including government and NGOs
- Manage special strategic programs

You are entrepreneurial, collaborative, curious and open to suggestions. You can work independently and thrive in a team environment. The right candidate will be motivated by their love of art and a desire to contribute to the development of a sustainable art sector.

Grants

- Identify grant funding opportunities
- Develop an annual calendar of deadlines for grant submissions.
- Liaise internally to align exhibition and education programs with funding opportunities and manage internal (inter-department) workflows to ensure smooth preparation for grant submissions
- Write and manage grant submissions, including budget preparation
- Liaise with stakeholders and manage relationships with grant giving organizations
- Develop and finalize acquittal reports as required

Partnership development

- Identify and develop partnerships with government agencies, peer institutions, community-based organizations, and other organizations that support and enhance the mission and message of Museum MACAN;
- Develop and maintain excellent relationships with stakeholders;
- Prepare and deliver presentations to diverse stakeholders in English and/or Bahasa Indonesia where needed;
Promote and maintain institutional partnerships through networking, and maintain networks to ensure up-to-date understanding of the Government and NGO context in Indonesia, to connect and coordinate the relationship with policy makers, public figures, government and other stakeholders.

**Coordinate Special Strategic Programs**
- Follow through and manage grants from submission through to reporting;
- Coordinate special strategic programs, as required.

**Government Partnerships**
- Identify opportunities to further Government partnerships, through the development of effective networks;
- Promote Museum MACAN and its mission across board government stakeholders.

**Education & Experience**
- Master’s in visual art, arts management or International Relations or with related experience;
- At least 5 years’ experience working in cultural management, arts and/or cultural programs;
- Have experience working in local, national and international art or cultural scenes/environments;
- Excellent communication skills, both verbal and written in both Bahasa Indonesia and English.

**Behavioral Competencies**
- Strong organization and project management skills;
- Possess creative and critical thinking with a broad knowledge of the arts, government and NGO sector;
- High level problem solving skills;
- Independent worker—ability to drive projects with limited supervision;
- Teamwork & Cooperation—ability to work cooperatively and across the organization to achieve goals;
- 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 community groups, and other education institutions in order to foster long term partnerships;
- Partner with Stakeholders—desire to work cooperatively with all stakeholders to meet mutual goals;
- Commitment to the highest ethical standards and ability to work effectively, diplomatically and discreetly;
- Open-minded, mindful, empathic and respect diversity;
- Highly resourceful and entrepreneurial;
• Extremely resilient to work under pressure with tight deadlines;
• Excellent public speaking and presentation skill;
• Self-driven and has great teamwork skill;
• Appreciative and constructive, respect progress and growth;
• Focus oriented and holistic thinking;
• Future forward thinker and visionary.