

## Head of Development

### Manifesta Foundation

The Manifesta Foundation, operating in Amsterdam, is the initiator and producer of the nomadic biennial called Manifesta, which takes place every two years in a different location in Europe. Its daily tasks include the overall organisation of all stages of development of the Manifesta Biennial editions, as well as diverse series of site-specific activities, defining the actual status of the constantly changing European cultural landscape, by contextualising the geopolitical issues, which determines its dynamics.

### History of Manifesta

Manifesta was launched, in the early 1990s, as a response to the political and economic changes brought about by the end of the Cold War and the consequent move towards European integration. It aspired to provide a dynamic platform, which would support a growing network of visual arts professionals throughout the region, contributing to the advancement and enhancement of the dialogue within Europe. Since then, Manifesta's former identification with the East-West dialogue has shifted towards a northern-southern orientation, expanding the borders of the European continent and including the relationship between Europe and its immediate neighbours, including Northern Africa and the Middle East. Its last edition (M11) took place in Zurich and the two next editions will take place in Palermo (M12) in 2018 and Marseille (M13) in 2020.

### Aims and objectives

Manifesta tries to define, through all its projects, the actual status of the constantly changing European cultural landscape, by contextualising the geopolitical issues, which determine its dynamics. Through the constant reinvention and questioning of its format and character, Manifesta plays a critical role in the advancement and enhancement of intercultural dialogue within Europe. By initiating both temporary and more sustainable projects and developing on-going workshops for research and experimentation, Manifesta wishes to stimulate and help strengthen the development of a sustainable cultural infrastructure at the locations and venues where the biennial takes place, positioning its Host Cities/Regions on the map of international contemporary art and enriching their profile as creative centres of contemporary culture. By mobilizing the local community, investing in human capital and involving individual artists and artistic communities from diverse backgrounds from all over the continent, Manifesta stimulates an expanding network of international contacts, while providing opportunities and further understanding of contemporary art practices.

## **Job Profile**

The Head of Development is a senior function, in which all-over responsibility for developing a successful fundraising strategy in both private and public is being generated. The integrated approach towards a strategic vision will define a concrete outline in a multi-annual plan for both the Manifesta Foundation Amsterdam, as well as the Manifesta Biennial editions. This function will include managing an international team.

Manifesta Foundation's fundraising activities include corporate sponsorship, a private benefaction campaign and grants from an extensive portfolio of national and international funding bodies. The fundraising activities cover the operational funding of the Manifesta Foundation, as well as project-based funding initiatives relating to the development and delivery of the Manifesta Biennials and our diverse international projects, including symposia, publications and exhibitions.

## **Core tasks and responsibilities**

The key task of the Head of Development is to develop long-term sustainable relationships with funders. The Head of Development will develop his/her own team of international professionals and coordinate/oversee their work. The Head of Development coordinates and implements Manifesta's broad range of fundraising activities in collaboration with the Manifesta Director and the Head of Communications and Marketing.

### *Strategy*

- Identify, research and prepare strategies for the core funding of the Manifesta Foundation in Amsterdam and the Manifesta Biennial editions for the next six years;
- Identify potential major sponsors and develop tailor-made sponsorship packages with the aim of developing sustainable long-term partnerships;
- To identify, research, and prepare applications to funding bodies and foundations for artists' projects, associated with the Manifesta Biennials;
- To identify, research and prepare applications to private supporters for projects associated with the Manifesta Biennials as well as International Manifesta Foundation activities;

### *Management*

- During the Biennial cycle, work with the curator, director, and others to implement private giving campaigns from existing networks and research potential supporters;
- Maintain effective communication with all members of the management team in different locations in order to inform about funding requirements and to

gather information required for reporting according to funding/sponsorship agreement stipulations;

- Be responsible for the proposal writing process including devising briefs and timelines for colleagues across the Manifesta Foundation and compiling of final applications with cost projections and supporting material;
- Liaise with departments to ensure all funders are acknowledged appropriately.

### *Reporting*

- Be responsible for ensuring that all required acquittal reporting is planned for and delivered to the funder;
- Prepare reports related to funding from statutory organizations and trusts, including contribution to quarterly Board reports.

### **Essential experience**

- The candidate has a track record of minimum two years of experience in the field of corporate or non-profit sponsorship and has a large international network at disposal.

### **Requirements**

- Fluency in written and spoken English. Fluency in Dutch, German, French and/or Italian is highly desirable;
- The candidate must be business-minded, results oriented, and able to work according to deadlines and fundraising targets;
- The candidate must have negotiation skills, a diplomatic manner, and be able to work in a dynamic, fast paced environment;
- The position requires excellent communication skills; because of the nature of the organization and its multifaceted, at times physically distributed nature, regular contact via appropriate communication channels are required to ensure that key members of the organization are kept up-to-date on all needs and developments;
- Experience with budgeting for projects and organizations;
- Ability to travel internationally when required;
- Familiarity with arts funding structures, as well as exhibition or event structures and procedures, is strongly desired.

### **Details**

- Full-time position (60-80k gross annually);
- Working locations: Amsterdam and Manifesta Host cities (Palermo or Marseille).