

Job Vacancy

DEVELOPMENT AND BUSINESS MANAGER, CENTRE FOR NARRATIVE PRACTICE

The Centre for Narrative Practice was built as an institution by Manifesta 14 Prishtina which took place in Kosovo in the summer and autumn of 2022. The mission of Manifesta 14 Prishtina was always to build a permanent institution for and with the citizens of Prishtina. The Centre will serve the arts community, students, and cultural operators as a space of artistic innovation, co-production, learning and network building from the Spring of 2023 until the Autumn of 2026 in Prishtina, Kosovo and will be governed by the Board of Manifesta 14 Prishtina. The selected team members will have a 6-month probation period, with the possibility of an extension of 3.5 years until the end of 2026.

The Centre for Narrative Practice (CNP) aims to build competence by providing the resources and tools to learn, explore, share, and transfer skills in the field of creative industries. The Centre for Narrative Practice consciously and pro-actively challenges the assumption that artistic thinking and practices are the domain of the privileged few and would like to broaden this scope and create a wide accessibility for all audiences. CNP seeks to strengthen the arts, cultural and public sector by providing much needed spaces, facilities, tools, equipment, and skills to all.

The Centre for Narrative Practice is looking for a motivated and experienced Development and Business Manager from Kosovo to be part of the CNP's management team.

PERIOD AND STATUS

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| Starting date | 1 January 2023 |
| Full time position | Including occasional evenings and weekends |
| Working location | Prishtina, Kosovo |
| Probation period | 6 months |
| Hours | 40 hours |

Primary Responsibilities

The Development and Business Manager is in charge of managing the funds and fundraising for CNP's programmes and activities from public partners, national and international trusts and foundations, companies and individuals. The candidate is responsible for accomplishing and administrating all funding partnerships, enabling CNP with financial and in-kind support.

CORE TASKS AND RESPONSIBILITIES

- The Development and Business Manager coordinates and implements CNP's fundraising activities.
- Research, identify and contact public national and international funding bodies and NGOs for the Centre for Narrative Practice;
- Write grant applications to funding bodies for CNP, its programmes and activities;
- Research and identify potential private sponsors and develop sponsoring packages;
- Prepare and work out corporate sponsorship proposals and presentations;
- Represent CNP to different stakeholders, including public partners, politicians, embassies, foundations, NGOs, corporate sponsors, as well as individuals;
- Oversee execution of supporter benefits including the preparation and participation of events, acknowledgements such as logo placement across the CNP's communications;

- Create and maintain effective communication with all funders and partners of CNP, including writing and submitting financial and narrative reports;
- Maintain regular and effective communication with the Board of Manifesta 14 Prishtina (write interim reports, create overviews, financial accounts);
- Maintain an efficient and accurate administration;
- Communicate effectively with other members of the CNP's management team on all funding matters including gathering information for reporting purposes;
- Be present at special openings and events.

REQUIRED SKILLS AND EXPERIENCE

- University education to master's degree level, preferably in field of business or cultural management or comparable experience;
- Minimum three-five years of professional experience in fundraising with existing network in field of culture or civil society in Kosovo, the Western Balkans, EU, international context, with demonstrable track record;
- Familiarity with funding sector: public partners (municipal, governmental), NGOs, embassies, foundations, and sponsors;
- Excellence in spoken and written Albanian and English;
- Organisation and management skills, ability to coordinate overlapping needs and timelines;
- Excellent communication, negotiation and social skills, a diplomatic manner;
- Results' oriented, able to work according to fundraising targets and deadlines;
- Experience with budgeting and financial administration;
- Attention to detail and care in administrative processes;
- Flexibility and ability to collaborate with team members;
- Creativity, a passion for culture, education, and society;
- Discretion with confidential information.

REMUNERATION

Salary depending on experience.

HOW TO APPLY?

Please send your job application and CV, both in English, with the reference Development and Business Manager Centre for Narrative Practice to m14jobs@manifesta.org by the 15th of December, 2022.

Successful candidates will be invited to an interview.