



NATIONAL GALLERY SINGAPORE

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National Gallery Singapore is a new visual arts institution which oversees the largest public collection of modern art of Singapore and Southeast Asia. The Gallery is dedicated to collaborative research, education and exhibitions, highlighting the importance of modern art in Southeast Asia in a global context. The Gallery also provides a unique visitor experience through its art presentations and innovative programming, positioning Singapore as a regional and international hub for the visual arts.

Situated in the heart of the Civic District, the National Gallery Singapore has been beautifully restored and transformed from the former Supreme Court and City Hall buildings – two important heritage buildings of Singapore’s nationhood – into an exciting new visual arts venue. Opened in November 2015, the Gallery will be a leading civic and cultural destination established for the enrichment, enjoyment and engagement of Singapore residents and visitors from all over the world.

Senior Executive (Partnership Development) 1-year Contract

KEY RESPONSIBILITIES

- Support Partnership Development division in its fundraising efforts, with a focus on the following areas:
 - Donor stewardship
 - Support account management of key partners
 - Coordinate with internal and external stakeholders to support stewardship of key partners
 - Prospective donor engagements
 - Conduct research to identify prospective donors and their respective CSR efforts / interest
 - Assess suitability of prospective donors and identify potential areas of engagement
 - Maintain and update donor database to ensure accuracy of contacts and monitor donor engagement efforts
 - Support donor cultivation, client-servicing and fundraising programmes and events

REQUIREMENTS

- Good organizational and interpersonal skills
- Good verbal and written communication skills
- Familiarity with fundraising and/or donor stewardship programmes is a plus
- Good Microsoft Office skills, particularly in Powerpoint and Excel
- Excellent team player with ability to manage multiple projects and engage various stakeholders
- Passion for the mission of The Gallery and the ability to inspire others in that mission

Please send your detailed CV to careers@nationalgallery.sg. We regret that only shortlisted candidates will be notified.