Manifesta 16 Ruhr Fundraising Coordinator

Manifesta rethinks the relations between culture and society by investigating and catalysing positive social change in Europe through contemporary culture in dialogue with the social sphere of a specific place. Since 1996, the Manifesta biennial takes place in a different European city every two years. Manifesta 16 will take place in the Ruhr Area in 2026. The Business Department is looking for a motivated and experienced Fundraising Coordinator to join the Development team and to help build and execute Manifesta 16’s Fundraising strategy.

Employer organisation

The non-profit Manifesta 16 Ruhr gGmbH, whose shareholders are the Regional Association Ruhr/Regionalverband Ruhr (RVR) and the International Foundation Manifesta, is the organisation that was founded to realize Manifesta 16 Ruhr.

Development team

Manifesta’s Development team focuses on acquiring funding for Manifesta 16 Ruhr from public partners, national and international trusts and foundations, companies, and individuals.

Manifesta’s work is supported by a large network of funding bodies, NGOs, corporate sponsors, and private donors. Manifesta receives a generous basic budget from Host cities, but to execute its programme of site-specific urban research, commissions of artworks, full run of public programmes and comprehensive education and community engagement, additional support is needed for each edition of the biennial.

Job description

As a part of the Manifesta 16 Ruhr Business and Development team, the Fundraising Coordinator will closely work with Manifesta’s Head of Development. The coordinator will be responsible for fundraising for Manifesta 16 Ruhr from public partners, national and international trusts and foundations, companies, and individuals. The candidate will manage a wide range of partnerships, enabling Manifesta 16 Ruhr with financial and in-kind support.

Core tasks and responsibilities

The Fundraising Coordinator coordinates and implements Manifesta’s broad range of fundraising activities in close collaboration with the Head of Development and the General Coordinator of Manifesta 16 Ruhr.

- Research, identify and contact public (inter)national funding bodies and NGOs for Manifesta 16 Ruhr.
- Research and identify potential corporate and private sponsors and develop tailor-made sponsoring packages.
- Prepare and work out sponsorship proposals and presentations.
- Write grant applications to funding bodies for Manifesta 16 Ruhr, its programmes and activities.

MANIFESTA 16 RUHR gGmbH
Kronprinzenstr. 35
45128 Essen
Germany
• Represent Manifesta 16 Ruhr to different stakeholders, including public partners, politicians, trusts and 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 Manifesta 16 Ruhr communications.
• Create and maintain effective communication with all funders and partners of Manifesta 16 Ruhr, including writing and submitting financial and narrative reports.
• Maintain regular and effective communication with the Head of Development and General Coordinator of Manifesta 16 Ruhr (write interim reports, create overviews, financial accounts).
• Maintain an efficient and accurate administration.
• Communicate effectively with the Manifesta 16 Ruhr team on all funding matters including gathering information for reporting purposes.
• Be present at special partner/VIP events.

Your qualifications

• University education to master’s degree level, preferably in field of 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 Germany, Europe, international context, with demonstrable track record.
• Familiarity with funding sector: public partners (municipal, governmental), NGOs, foundations, philanthropists, sponsors.
• Excellence in spoken and written German and English.
• Organization 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 across departments.
• Interest in building relationships in a European work environment.
• Creativity, a passion for arts, culture, and society.
• Discretion with confidential information.

Employment conditions

Further job details:
The interview will be held digitally.
Contract start date: 01.09.2024
Duration of contract: Limited to 31.03.2027
Working hours: Full-time (40 hours per week)
Place of employment: Essen
Manifesta 16 Ruhr cannot consider applicants who wish to combine this function with another job or occupation. The salary is based on EG 11 TV-L, according to qualification and professional experience.

Please send your letter of motivation and CV in English before the 30.06.2024

**Manifesta 16 Ruhr Fundraising Coordinator** in the subject line to:

**Manifesta 16 Ruhr gGmbH**  
**Management Board**  
**E-mail:** m16jobs@manifesta.org

Diversity and inclusion are firmly anchored in our corporate culture. Therefore, we welcome all applications, regardless of gender, age, disability, religion/belief, ethnic origin or sexual identity.

You can find our data protection information [here](#).

**Contact:**

**Specialist information:**
Mrs. Ronny Lao Koren  
E-mail: ronnylaokoren@manifesta.org  
[Information on the selection procedure:](#)
Mrs. Thomas Hensolt  
E-mail: hensolt@rvr.ruhr