



Science Gallery Bengaluru (SGB) is a not-for-profit public institution for research-based engagement targeted at young adults. We work at the interface between the human, natural and social sciences, and engineering, arts and design through a Public Lab Complex, ever-changing exhibitions, and mentorship programmes.

Asia's first and India's only member of Science Gallery International, SGB works on a range of themes that are central to the concerns of young adults. The Gallery's public engagement model moves beyond just participation, and towards proactive involvement through ever-changing exhibitions, programmes, and public events consisting of research-based engagements led by artists and scholars from diverse backgrounds.

SGB is established with the founding support of the Government of Karnataka and three academic partners - Indian Institute of Science, National Centre for Biological Sciences, and Srishti Institute of Art, Design and Technology. It is a member of the Global Science Gallery Network with sister galleries in Atlanta, Dublin, London, Melbourne, Rotterdam, and Monterrey.

Our mission is to 'bring science back into culture' by:

- **Empowering Young Adults** through our **Mentorship Initiatives** that encourages non-evaluative, self-motivated, hands-on learning. We provide exposure to research practices and nurture future research pioneers and active citizens.
- **Open Research** at our **Public Lab Complex** that encourages open-ended experiments through collaborations for young adults and experts. We provide access to research tools and outcomes outside institutional walls to catalyse antidisciplinary thinking and intergenerational co-inquiry.
- **Shaping Culture** with our **Public Engagement** and **Community Initiatives** that contribute to building a society with critical appreciation for the rigour of science, an ability to ask good questions, and participate in better informed public debates.

SCIENCE GALLERY BENGALURU

A Section-8 Not-For-Profit Private Limited Company
CIN: U92419KA2015NPL083911
GST: 29AAWCS6875L1Z0

Registered Office Address:

National Centre for Biological Sciences, GKVK Campus,
Bellary Road, Bengaluru, Karnataka 560065, India

Founding Partner: Government of Karnataka

Lead Academic Partner: Indian Institute of Science

Collaborating Partners: National Centre for Biological Sciences
Srishti Institute of Art Design and Technology

<https://bengaluru.sciencegallery.com>

info@bengaluru.sciencegallery.com



Job Description

Job Title	Development Manager
Nature of Employment	Full-time, Probation - 6 months
Reporting to	Director, Science Gallery Bengaluru
Location	Science Gallery Bengaluru, Bellary Road (next to IVRI)
Work Hours	Tuesday to Sunday; we are a small team of an institution in the establishment phase and therefore looking for people who are able to work flexibly. Late-nights, holiday and weekend work may be required.

Job Summary

Reporting to the Director, the Development Manager will drive and manage a broad funding portfolio for the Institution. Towards this, they will establish procedures for managing relations with various funding agencies, donor organizations and charitable donors as well as the management of grants and donations to Science Gallery Bengaluru. The position will be supported by our legal counsel, finance team, communications team and the incumbent will also work closely with programming teams.

Key Responsibilities

- Engage with activities of SGB, including exhibitions and education programs to strategically shape the case for support and to be an effective, confident spokesperson for SGB
- Research, identify and cultivate new funding prospects for SGB from a variety of sources, including corporate, domestic and international foundations/trusts and high net-worth individuals
- Develop and manage the SGB donor database
- Coordinate with SGB staff managing programs to ensure that donors and prospects are invited to relevant events
- Develop and implement fundraising meetings, visits and other events throughout the year for cultivation of new and existing donors for SGB
- Work with SGB staff to create fundraising pitches to a range of donor prospects
- Prepare and submit for approval, proposals for fundraising, working with Director and other SGB personnel
- Manage reporting for grants received
- Manage a successful and comprehensive donor relations program
- Assist Director SGB in developing and implementing partnerships
- Assist Director SGB in tracking progress of specific fundraising campaigns
- Monitor registrations, exemptions and compliance relevant to external funding
- Work closely with the Director and the Fundraising Committee for SGB
- Liaise with the finance, compliance and communications teams at SGB



- Any other activities necessary for fundraising for Science Gallery Bengaluru

Person Specifications

- Minimum 3 years prior experience with fundraising and award management from Foundations and Trust and other corporate/ charitable sources
- Minimum 3 years prior administrative experience
- Prior experience with organising meetings and events
- Prior experience working with international organizations will be an asset
- Strong written and verbal communication skills
- Strong interpersonal and networking skills
- Strong organizational skills
- Trained at least to graduate level, preferably with additional qualifications
- Ability to work with a high level of confidentiality
- Ability to work to strict deadlines and under pressure

Applying for the post:

To apply, please send an email to jobs@bengaluru.sciencegallery.com

- The **subject line of the email must carry the job title** to which you are applying.
- Please attach (1) a **resume** and (2) a brief **covering letter** stating your suitability for the position, keeping in mind the specifications mentioned above.
- **Portfolio** of relevant work (as a link or pdf)

Emails not adhering to the above specifications will be rejected.

Application Deadline

Applications will be accepted on a rolling basis. Shortlisted candidates will be notified within 2 weeks of application and the first round of review will be on 30 November 2023.

Response

All applications will be considered with respect to the criteria outlined in the person specification. Personal enquiries on application status will not be entertained. No feedback will be provided at any stage of the application. Only short-listed applicants will be contacted via email.