



Post Corporate Development Executive
Department Development
Contract Permanent
Reporting to Manager

Background

The aim on ICIA is to increase public awareness, understanding and appreciation of Indian Modern and Contemporary art.

ICIA opened in 2007 and is the largest grass root gallery in India. The Mission is to be innovative in the interpretation of Indian Modern and Contemporary art, engaging visitors and developing a more diverse audience base.

The Development Team works in association with all teams across ICIA to generate maximum interest for members, visitors and corporate.

Purpose of the Job

Innovate & manage ideas and develop corporate relationships with patrons of art.

Main Activities/ Responsibilities

Handles all aspects of Corporate relationships, including responding to a range of written and telephone enquiries, attending meetings on behalf of ICIA. Organises ICIA corporate events for Members and prospects, acting as their point of contact and attending the events on behalf of ICIA, where appropriate.

Prepares research profiles, briefing notes and letters relating to corporate prospects.

Uses the ICIA database to log information and correspondence with prospects and current supporters.

Prepares and issues reports in connection with each exercise.

Co-ordinates Corporate relationship related activity, advertising, promotions, etc, and oversees the approval process

General

Attends ICIA Private Views and ICIA hosted events as required.

Attends corporate networking events as required.

Person Specification

Demonstrable experience of working in a marketing or public relations environment.

Excellent communication and negotiation skills – the ability to develop effective working relationships with a wide range of people both internally and externally.

Excellent written communication skills.

Excellent presentation skills.

Excellent time management skills, with the ability to juggle a range of competing demands and meet deadlines under pressure.

Strong organisational and administrative skills.

An experienced user of IT packages (e.g. Word, Excel, internet and Outlook).

Numeracy – the ability to work accurately with figures.

The ability to work effectively as part of a team.

An interest in the work of ICIA.

Pay and Benefits

Type of Contract

This appointment is offered on a permanent contract.

Working Hours

The working week for this post is full-time, Six days per week, Monday to Saturday. Hours are 10 am to 6 pm every day. Saturday 10 am to 4 pm.

Salary

An appointment will be made based on the experience and the salary shall reflect the same.

A review of pay is undertaken annually at ICIA and the salary is increased based on performance

In view of making the best possible use of our resources, it is our policy to write only to those people who are invited for interview. We are sure that you will appreciate the need for this. If you would like confirmation of receipt of your application, please enclose a stamped addressed postcard. If you do not receive an invitation to interview, regrettably, you should assume that you have not been successful on this occasion.

Our jobs are like our galleries, open to all