



## Development Manager

The Lobkowitz Collections are looking for an experienced Development Manager to promote, and raise funds, both in the Czech Republic, and internationally, for the Lobkowitz Collections o.p.s. and the planned Lobkowitz Library and Study Center at Nelahozeves.

The Development Manager will work closely with the Project Director for the new Study Center and President of the Lobkowitz Collections o.p.s. to identify target foundations and grant-giving organizations and private donors for the capital campaign, and will lead and coordinate all grant applications. The Development Manager will be responsible for setting up and managing the contact management system, working with the existing donor base, and bringing in new contacts. The Development Manager will work with the Head of Collections Administration to develop the Membership program and organise events for prospective givers in Prague, as well as support the Development Consultant working in the US.

### **Main responsibilities in addition to above:**

- Develop strong fundraising messages for Lobkowitz Collections and Study Center Capital Campaign
- Manage all fundraising materials
- Set up appropriate systems for donor and contact management
- Maintain records of donor information and identify and research prospective donors
- Set up fundraising systems and procedures
- Write grant proposals or oversee grant-writing to targeted international foundations or grant-giving organizations
- Organize campaigns or events that will lead to soliciting donations and train others to support such events
- Ensure that all legal reporting requirements for donors are fulfilled

### **Personal specification – essential:**

- Educated to university level
- At least 3 years experience in fundraising, marketing or communications in the cultural or education sector



## Lobkowitz Collections

- Fluent in English and Czech languages (spoken and written)
- Excellent writing and communication skills
- Interest in the arts, heritage, education and European history
- Detail-orientated and practical organizer
- Excellent interpersonal skills

If you are interested in this position, then please send a cover letter and your CV to Petra Matuscinova at [matuscinova@lobkowitz.cz](mailto:matuscinova@lobkowitz.cz).