

STPI

Creative Workshop & Gallery

JOB DESCRIPTION

Job Title	Manager (Planning & Development)
Department	Planning & Development
Reporting To	Director (Planning & Development)
Subordinate(s) (if applicable)	NA

Overall Job Objectives:

Support the Director to develop strategic plans and drive annual work planning for the organisation. Develop a network of sustainable relationships with strategic partners.

Core Responsibilities:

Planning

- Assist the Director in scanning developments in the arts sector and study new and emerging trends that could impact the organisation's work.
- Assist the Director to plan and coordinate the annual strategic planning process for the organisation. Develop discussion materials/ templates and organise management meetings/ retreats to facilitate the work planning process.
- Assist the Director in organisational KPI reporting.

Development

- Research on the local philanthropy landscape to identify key players (corporates, foundations and multipliers) whom we can engage.
- Build a database of strategic partners for STPI.
- Assist the Director to implement a Partnership framework. For e.g., approaching identified partners to assess preliminary interests, aspirations and work out potential areas of collaboration.
- Together with the Marketing & Communications team, develop materials to pitch to potential sponsors and partners.
- Secure new partnerships every year.
- Work with departments to execute joint Youth community and arts institutional partnership projects, and avail year-round engagement programmes to the partners.
- Solicit sponsorships from partners to fulfill corporate partnership goals.

Job Specifications:

- Bachelor's Degree in Business, Arts and Social Sciences, or related cross disciplinary fields.
- At least 5 years of relevant working experience.
- Experience in Strategic Planning, Business Development or Relationship Management.
- Good network with corporates and or foundations would be a plus.
- Possess excellent communication, interpersonal and negotiation skills.
- Good attitude and positive mindset.
- Strategic, out-of-the box thinker.