



Vacancy Manifesta 16 Ruhr Development Assistant

What is Manifesta?

*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 Ruhr will take place in 2026 across various cities in the Ruhr Area and will focus on the transformation of former churches into spaces for culture and community. The headquarters of Manifesta 16 Ruhr are in Gelsenkirchen-Ückendorf. The Development team is looking for a **Development Assistant** to join the department and to support the overall coordination and implementation of Manifesta's broad fundraising activities.*

Job Description

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

As part of the Manifesta 16 Development team, the Development Assistant will support the Head of Development and Development Coordinator in their daily tasks and activities. This role will focus on supporting the acquisition of extra funding for Manifesta 16 Ruhr from public partners, national and international trusts and foundations, companies, and individuals.

Manifesta 16 Ruhr gGmbH
Kronprinzenstr. 35
45128 Essen
Germany
TAX Number
112/5978/1340

Initiating Partners



Ministry of Culture and Science
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Core tasks and responsibilities

- Support the research, identification, and contacting of public and private national and international potential funders for Manifesta 16 Ruhr.
- Assist in drafting grant applications, sponsorship proposals, and presentations for Manifesta 16 Ruhr to prospective funders.
- Collect information from Manifesta 16 departments and draft project texts/budgets.
- Join meetings and assist in effective communication with funding partners.
- Assist in executing funders' benefits including organising VIP activities and acknowledgement such as logo placement across communication channels.
- Maintain regular and effective communication with Manifesta's Head of Development and the Development Coordinator of Manifesta 16 Ruhr.
- Represent Manifesta 16 Ruhr to public partners, foundations, corporate sponsors, and individual donors.
- Support preparations for Manifesta 16 Ruhr Opening Days and its partner activities.
- Communicate effectively with the Manifesta team on all funding matters, including gathering financial and narrative reporting information.
- Assist in drafting financial and narrative reports after the closure of Manifesta 16 Ruhr.
- Maintain proper administration and updated the relationship database.

Candidate's profile

- University education to master's degree level, preferably in field of Cultural or Business Management or comparable experience.
- Minimum 2 years of professional experience in fundraising or similar work
- Familiarity with funding sector: public partners (municipal, governmental), NGOs, foundations, financial and in-kind sponsors.
- Ability to work well under pressure and according to deadlines.

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- Ability to interact with an international team, as part of a larger structure.
- Fluent in German and English (both in writing and).
- Precision, attention to detail and care in administrative work.
- Strong technical skills including: Microsoft applications, software Office 365, Dropbox, similar
- Strong communication skills, both in writing and speaking.
- Willingness to work irregular hours and ability to travel.
- A passion for arts, culture, urban development, and civic society.
- Discretion with confidential information.

Employment conditions

The Development Assistant needs to be based in the Ruhr Area for the full duration of the contract. Occasional travel may be required.

Starting date: 5 January 2026 until 30 November 2026. This is a full-time position which requires occasional work on evenings and weekends.

Manifesta 16 Ruhr cannot consider applicants who wish to combine this function with another job or occupation.

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](#).

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Application

Please send your letter of motivation and CV in English by the 4th of December 2025 to m16jobs@manifesta.org, with “Development Assistant” in the subject line of the email. Interviews will be conducted by Dan Xu, M16 Development Coordinator. Interviews will take place in December 2025 in Gelsenkirchen or online.

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