

The Menil Collection Employment Opportunity

Title: *Development Services Associate*

Department: Advancement

Reports to: Manager of Development Services

Status: Full-time, exempt from overtime

General Responsibilities

The Development Services Associate supports the Manager of Development Services in managing all development functions and the Advancement database, Raiser's Edge and Raiser's Edge NXT.

Specific Duties

1. Perform and prioritize day-to-day gift processing into Raiser's Edge and ensure financial integrity, gift confidentiality, and accurate processing.
2. Support the Manager of Development Services in producing development reports for the Advancement Department. These include, but are not limited to, monthly, quarterly, and annual reports, dashboards, event performance and file analysis, mail/e-mail lists, and donor recognition lists.
3. Generate, proof, mail, and upload all donor acknowledgments, tax letters, pledge reminders, and membership cards with consistency, speed, and accuracy.
4. Work with the Manager of Development Services and Finance Department to help reconcile gifts with supporting software and ensure the flow of accurate data between the two departments.
5. Maintaining Data Hygiene: Monitor donor files to ensure they are complete, accurate, current, and without duplicates.
6. Maintain Online Express donation and event pages within Raiser's Edge.
7. Work with the Manager of Development Services to maintain procedure manual; provide consistent review and evaluation of all data processes to ensure the most effective and efficient procedures are in place; and familiarize Advancement staff with current practices and policies.
8. Perform donor research independently and in collaboration with the Advancement staff and enhance the database by entering and updating all pertinent information regarding donors and constituents.
9. Create required data imports, exports, and lists related to all fundraising programs: Individual Giving, Major Gifts, Membership, Corporate Sponsorships, Foundations, Special Events, Director's Office, and Trustees.
10. Assist with database projects as needed.
11. Manage office supply inventory and ordering, keep a detailed list of all departmental office supplies, track supply usage, and order as needed while adhering to the office supply budget.
12. Perform other duties as assigned, including assistance/attendance at certain evening events.

Qualifications

1. Minimum of two years' experience working in a non-profit organization, preferably within the Advancement/Development Department.

2. Experience with Blackbaud Raiser's Edge or equivalent database software required.
3. Experience with Financial Edge is a plus.
4. Proficiency in Microsoft Office required.
5. Excellent written and verbal communication skills.
6. Professional, strong attention to detail, organizational, planning, and time management skills.
7. Ability to work successfully in a fast-paced environment while managing multiple projects simultaneously.
8. Ability to adhere to deadlines and follow up promptly to requests.
9. Kind and collaborative, with a positive attitude.
10. Creative and flexible team player.

Benefits

The position comes with a comprehensive benefits package that includes paid vacation and sick time, medical and dental insurance, life insurance, AD&D, and LTD coverage. Employees may also participate in the Menil's 401(k) plan and receive an employer contribution equivalent to 5% of wages earned after one year on the job.

How to Apply

For immediate consideration, please email your resume and cover letter to hr@menil.org
You also have the option of forwarding your application materials via postal mail to:

Human Resources Department
The Menil Collection
1511 Branard Street
Houston, Texas 77006

The Menil Collection is an Equal Opportunity Employer and seeks diversity in its workforce. The Menil is committed to attracting, retaining, developing, and promoting the most qualified employees without regard to race, color, religion, sex, age, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity, or expression, or any other characteristic protected by federal, state, or local laws.