

**The Menil Collection  
Employment Opportunity**

<b>Title:</b>	<i>Manager of Individual Giving</i>
<b>Department:</b>	Advancement
<b>Reports to:</b>	Director of Individual Giving
<b>Status:</b>	Full-time, exempt from overtime
<b>Work location:</b>	On-site
<b>Salary range:</b>	\$70,000 -\$80,000

**General Responsibilities**

Reporting to the Director of Individual Giving, the Manager of Individual Giving is responsible for cultivating and soliciting individual prospects for gifts of support across all funding areas, including exhibitions, patron programs, special events, and planned giving. The Manager of Individual Giving leads mid-level giving, creating a pipeline for major gifts and ensuring thoughtful stewardship, donor-centered communications, and long-term engagement that drive sustainable revenue growth. As a key member of the Menil's Advancement team, this role collaborates with staff both within and outside of the department to deliver exceptional donor experiences.

**Specific Duties**

1. Act as the primary manager for a portfolio of 120-150 prospects and donors in various stages of engagement, with interests across the museum, and the capacity to give primarily between \$5,000 and \$30,000 annually.
2. Responsible for meeting annual financial and activity goals through the successful cultivation, solicitation, and stewardship of donors.
3. Cultivate new prospects and steward and deepen relationships with existing donors independently and in collaboration with the Director of Advancement, the Director of Individual Giving, and organizational leadership as needed.
4. Act as a guide to portfolio donors and prospects by being knowledgeable of all Menil exhibitions, public programs, and member events to ensure they have the best possible experience with the museum.
5. Ensure timely, personalized acknowledgment and stewardship for all portfolio donors.
6. Maintain accurate donor records, moves-management tracking, and pipeline reporting.
7. Monitor progress toward goals and provide regular updates to the Director of Individual Giving.
8. Actively participate in weekly departmental prospect strategy meetings.
9. Foster a collaborative, mission-aligned culture that prioritizes donor experience and long-term engagement.

## **Qualifications**

1. Bachelor's degree required. An advanced degree or CFRE would be a plus.
2. Minimum of four years progressive fundraising experience, within the non-profit sector, including direct solicitation experience, and experience developing cultivation and solicitation strategies.
3. Excellent verbal and written communication abilities.
4. Familiarity with the Houston art community and philanthropic landscape.
5. Demonstrated ability to multitask and meet deadlines.
6. Broad knowledge of individual giving fundraising principles (i.e., identification, cultivation, solicitation, and stewardship).
7. Superior interpersonal and social skills; fluid conversationalist.
8. Be a self-starter who can work both independently and as a team player.
9. Ability to exercise discretion and process confidential material.
10. Proficient in Microsoft Office Suite. Experience with Raiser's Edge software preferred.
11. Ability to work evening events for members and upper-level supporters.

## **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 submit an [online application](#) including your resume and contact information for three professional references.

Application materials may also be mailed to:

Human Resources  
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.