

**The Menil Collection
Employment Opportunity**

Title:	<i>Development Services Associate</i>
Department:	Advancement
Reports to:	Assistant Manager of Development Services
Status:	Full-time, exempt from overtime
Work location:	Onsite
Salary range:	\$48-53,000/annually

General Responsibilities

The Development Services Associate supports and works collaboratively with the Assistant Manager of Development Services in the management of all development functions and the Advancement Department's database Blackbaud Raiser's Edge.

Specific Duties

1. Assist the Assistant Manager of Development Services in processing daily gifts in Raiser's Edge while ensuring financial integrity, confidentiality, and accuracy.
2. Support the Assistant Manager of Development Services in producing development reports for the Advancement Department, including monthly, quarterly, and annual reports; dashboards; event performance and file analysis; mail and email lists; and donor recognition lists.
3. Generate, proofread, mail, and upload donor acknowledgments, tax letters, pledge reminders, and membership cards in a timely, accurate, and consistent manner.
4. Collaborate with the Assistant Manager of Development Services and the Finance and Accounting Department to reconcile gifts and ensure they are complete, accurate, current, and free of duplicates.
5. Work with the Assistant Manager of Development Services to maintain the Raiser's Edge procedure manual, regularly review and evaluate data processes, identify opportunities for improved efficiency and effectiveness, and familiarize advancement staff with current practices and procedures.
6. Conduct donor research independently and in collaboration with the advancement staff and enhance the database by entering and updating relevant donor and constituent information.
7. Assist with database projects as needed.
8. Manage office supply inventory and ordering, maintain a detailed inventory of departmental supplies, track usage, and place orders as needed while adhering to the office supply budget.
9. Perform other duties as assigned, including assisting with and attending select evening events.

Qualifications

1. Minimum of two years of experience working in a non-profit organization, preferably within an Advancement or Development Department.
2. Experience with Blackbaud Raiser's Edge or equivalent fundraising database software is required.
3. Proficiency in Microsoft Office is required.
4. Excellent written and verbal communication skills.
5. Professional demeanor with strong attention to detail and excellent organizational, planning, and time management skills.
6. Ability to work successfully in a fast-paced environment while managing multiple projects simultaneously.
7. Ability to meet deadlines and respond promptly to requests.
8. Kind and collaborative, with a positive attitude.
9. Creative, 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

Please send a cover letter, resume, and contact information for three professional references, which may be submitted electronically [here](#) or 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.