

The Menil Collection Employment Opportunity

Title: *Assistant to the Director of Advancement*

Department: Advancement

Reports to: Director of Advancement

Status: Full-time, exempt from overtime

General Responsibilities

The Assistant to the Director of Advancement provides administrative support and related assistance to the Director of Advancement.

Specific Duties

1. Serve as a point of contact for the Director of Advancement via telephone, email, and in-person with key internal and external stakeholders.
2. Manage all administrative functions for the Director of Advancement, including drafting written materials, proofreading and editing, record keeping, electronic and physical file maintenance, and communications.
3. Prepare weekly task lists for the Director of Advancement, and track task completion.
4. Coordinate the Director of Advancement's calendar, prepare for meetings and conferences calls, appointments, and other essential activities.
5. Prepare and disseminate agendas, itineraries and schedules, and correspondence.
6. Prepare expense reports for the Director of Advancement and assist with travel arrangements.
7. Assist in preparing reports and PowerPoint presentations for Board meetings and Development Committee meetings.
8. Update the Director of Advancement's portfolio and enters notes and actions in Raiser's Edge database.
9. Record minutes at staff meetings and Development Committee meetings, as required.
10. Manage and execute projects as assigned by the Director of Advancement.
11. Perform other duties as assigned, including assistance/attendance at occasional evening events and serve as backup for visitor services desks, gift batching, and cash deposits.
12. Assist with department-specific onboarding activities for new Advancement team members
13. Order and distribute office supplies for the Advancement Department, as needed.

Qualifications

1. Bachelor's degree and at least two years of administrative or executive assistant experience preferred.
2. Strong organizational, scheduling, time management skills, with the ability to prioritize tasks and projects.
3. Proficiency in Microsoft Office. Raiser's Edge experience is a plus.
4. Experience and interest in the visual arts and non-profit functions.
5. Ability to function within tight and constantly changing deadlines.
6. Excellent writing and editing skills.
7. Unwavering capacity for discretion and confidentiality.

8. Strong interpersonal skills, poise, and self-confidence.
9. Occasional evening and weekend work required.

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.