

The Menil Collection Employment Opportunity

Title: *Development Services Associate*

Department: Development

Reports to: Manager of Development Services

General Responsibilities

The Development Services Associate supports the Manager of Development Services in the management of all back office development functions.

Specific Duties

1. Support the Manager of Development Services in performing gift entry and maintaining database integrity.
2. Ensure accuracy as it pertains to donor information within Raiser's Edge. With the Prospect Researcher, work to update and maintain contact and biographical information on a continuing basis.
3. Support the efforts of the Advancement team by working as the liaison between Raiser's Edge and all gift officers to track Moves Management System.
4. Track and produce monthly pledge reminders.
5. Work with membership and development teams to track and manage donor recognition process.
6. Monitor donor files to assure they are complete, accurate, and current.
7. Design and generate reports, as needed.
8. Produce and print membership cards; track inventory.
9. Draft donor correspondence and acknowledgements; work with Advancement colleagues to ensure language is appropriately tailored and current.
10. Perform other duties as assigned, including assistance/attendance at certain evening events.
11. Manage office supply inventory and ordering. Maintain a detailed inventory of all departmental office supplies. Track supply usage and order as needed
12. Resolve miscellaneous bungalow maintenance issues

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 a plus.
4. Proficiency in Microsoft Office required.
5. Excellent written and verbal communication skills.
6. Professional, strong attention to detail, strong 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. Creative and flexible team player.

Salary and benefits competitive and commensurate with experience. Please send resume, cover letter, and salary expectations to: Director of Human Resources, The Menil Collection, 1511 Branard Street, Houston, Texas 77006. Application materials may also be emailed to: smmaloch@menil.org.