

**The Menil Collection
Employment Opportunity**

Title:	<i>Manager of Development Services</i>
Department:	Development
Reports to:	Director of Advancement
Status:	Full-time, exempt from overtime
Work location:	Onsite

General Responsibilities

Reporting to the Director of Advancement, the Manager of Development Services directly manages the Advancement database (Raiser's Edge and Raiser's Edge NXT), additional integrated systems (Blackbaud Merchant Services and Wealth Engine), and related business processes. The position develops strategies for maximizing the software's capabilities, provides proactive support for the fundraising team, and establishes and maintains best practices for donor information management.

Specific Duties

1. Create required data imports, exports, and lists related to all fundraising programs: individual giving, major gifts, membership, corporate sponsorships, foundations, and special events.
2. Manage the department's data request queue to prioritize tasks and ensure timely completion; work proactively to develop reports that meet the evolving needs of the Advancement Department. Pull monthly, quarterly, and annual reports, create dashboards, complete event performance and file analysis, and compile mail/e-mail and donor recognition lists.
3. Serve as liaison between the Advancement and Finance Department staff. Reconcile gifts between Raiser's Edge and Financial Edge and ensure accurate and comprehensive data flow between the departments.
4. Analyze department expenses and revenue projections, and serve as a lead developer for team budgets by providing monthly and quarterly reviews with the advancement team.
5. Collaborate with advancement, marketing and communications, and publishing teams to track and manage donor recognition process, including maintaining and proofing exhibition donor lists, annual report data, and emails through MailChimp to meet required deadlines.
6. Supervise and manage the Development Services Associate.
7. Manage Data Hygiene: Monitor and complete updates to constituent records to ensure accuracy. Oversee all database cleanup and backup; maintain overall database integrity.
8. Maintain development services procedure manual; consistently review and evaluate all data processes to ensure the most effective and efficient procedures are in place; and familiarize members of the advancement staff with current practices and policies.

9. Provide training in Raiser's Edge for users within the organization and train members of the Advancement Department, Director's Office, and Curatorial Department to ensure competency and maintain data integrity.
10. Oversee the gift entry workload and associated processes to ensure gifts are entered, and acknowledgment letters are timely and accurately produced.
11. Work with the Prospect Researcher to ensure research tools and data integrate with Raiser's Edge. Coordinate data updates and screenings to maximize overall data quality.
12. Manage Online Express services and donation pages for online events and contributions.

Qualifications

1. Bachelor's degree in business or related field required.
2. Advanced skills and deep knowledge of Blackbaud Raiser's Edge, Microsoft Word, Excel, and Outlook. Experience with Blackbaud Financial Edge is a plus.
3. Proficiency in the creation and generation of Raiser's Edge reports.
4. Creative thinker who can advise a team on how Raiser's Edge can best meet their needs to maximize efficiency.
5. Minimum of five years experience in database management; minimum two years supervisory experience.
6. Exceptional attention to detail.
7. Skilled written and oral communicator.
8. Ability to prioritize and manage multiple projects simultaneously.
9. Ability to adhere to deadlines and follow up promptly to requests.
10. Ability to problem solve creatively and effectively.
11. Knowledge of non-profit fundraising and membership management, strategies, operations, and procedures desired.

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 curriculum vitae, contact information for three professional references, and a cover letter to:

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

Application materials may also be emailed to hr@menil.org

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.