The Menil Collection  
Employment Opportunity

Title:  Corporate Giving Officer

Department:  Advancement

Reports to:  Director of Advancement

Status:  Full-time, exempt from overtime

General Responsibilities

The Corporate Giving Officer leads the Menil Collection's corporate fundraising effort, cultivates and stewards businesses in the Corporate Partners program, and secures sponsorships for strategic museum program initiatives including exhibitions, public programs, and special events. This position oversees the creation and fulfillment of all benefits associated with corporate support at the Menil. As part of the major gift team, the Corporate Giving Officer works with the Director of Advancement on department planning and strategy.

Specific Duties

1. Manage a portfolio of corporate prospects and apply moves management approach to the portfolio, with a custom cultivation strategy for each donor.
2. Develop annual corporate fundraising goals in partnership with the Director of Advancement and create a yearly plan to ensure those goals are reached. Craft innovative fundraising strategies for prospects and donors, including special cultivation and stewardship events.
3. Oversee corporate fundraising associated with the Corporate Partners program, exhibition and public programs sponsorship, membership programs, and fundraising events.
4. Maintain accurate and complete records of donor contacts and communications in Raiser's Edge. Create timely and precise pipeline reports and revenue forecasts.
5. Work with the department's special events team to oversee the fulfillment of outside organizations hosting events at the Menil. Attend events as a representative of the museum.
6. Give tours of the collection and special exhibitions to current or prospective corporate supporters.
7. Manage the Menil's Corporate Subcommittee of the Development Committee and support the work of volunteer solicitors as needed. Prepare prospect research and talking points for Museum Leadership and Corporate Committee volunteers.
8. Develop proposals, solicitation letters, and grant applications for upcoming exhibitions and programming.
9. Prepare and deliver stewardship reports to all corporate contacts.
10. Plan annual Corporate Conversations luncheon, including securing a guest speaker and sponsorships, while developing a relevant list of prospects and guests.
11. Oversee in-kind support for the museum, including partnerships with airlines, hotels, and restaurants.
12. Ensure the Menil website is updated quarterly, acknowledging current corporate supporters appropriately.
13. Perform other duties as assigned, including assistance/attendance at specific evening or weekend events.
Qualifications

1. Minimum two years experience in executing a corporate donor cultivation program.
2. Knowledge and established relationships in the corporate philanthropic community.
3. Proven track record of meeting and exceeding revenue goals, with the ability to engage donors and successfully close gifts.
4. Ability to motivate and interact effectively with trustees, volunteers, donors, and museum staff at all levels.
5. Extensive knowledge of fundraising principles, techniques, and ethics.
6. Self-motivated strategic thinker with a proven record of working independently and as part of a diverse team, handling multiple priorities, and achieving results.
7. Exceptional verbal and written communication and interpersonal skills.
8. Kind and collaborative, with a positive attitude.
10. Availability to work nights and weekends as needed for events or to meet deadlines.

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.