

## **The Menil Collection Employment Opportunity**

**Title:** *Membership Associate*

**Department:** Advancement

**Reports to:** Associate Director of Development

### **General Responsibilities**

The Membership Associate manages the logistics of the Menil Society and Menil Contemporaries membership programs and provides support to the Associate Director of Development. Primary responsibilities include assisting in the planning and implementation of projects related to Menil Society and Menil Contemporaries patron groups, liaising with special events staff, maintaining accurate membership records, generating membership reports, preparing patron group steering committee meeting materials, and other related advancement support.

### **Specific Duties**

Coordinate benefit fulfillment for all members of the Menil Collection.

1. Ensure that all members receive annual benefits by maintaining accurate records in the donor database (Raiser's Edge).
2. Work with special events staff to plan and implement member events and programming.
3. Execute monthly membership renewal processes for all membership groups and coordinate other member communications including but not limited to reactivation mailings, museum announcements, etc.
4. Respond promptly to telephone calls and email requests from members and the public, and route inquiries appropriately, when necessary.
5. Prepare and analyze reports, including but not limited to tracking membership revenue, retention, and growth.
6. Build and deploy email correspondence via email marketing platform (MailChimp) and monitor and update website content as related to patron groups.
7. Coordinate the planning, preparation, and follow up of meetings for the Menil Society and Menil Contemporaries Steering Committees, including but not limited to: creating agendas and presentations, compiling all meeting materials, recording and editing minutes, scheduling, audio-visual and refreshment needs, and attendance tracking.
8. Work with communications staff to ensure implementation of social media content and assist in developing social media content.
9. Assist in creating member engagement strategies with the Associate Director of Development, Manager of Patron Programs, and Manager of Membership and Visitor Services.
10. Assist the membership team in all aspects of patron stewardship.
11. Attend and assist during all membership events, and Advancement events, as required.
12. Initiate, manage, and complete projects as assigned by the Associate Director of Development.
13. Provide other Advancement support, as needed.

**Qualifications:**

1. Bachelor's degree in related field preferred
2. At least two years of experience working in a nonprofit organization, preferably within membership/development.
3. Proficiency in Microsoft Office required. Email marketing software experience highly desired, Mail Chimp a plus. Social media skills and In Design, or other design/publishing software, preferred.
4. Excellent writing and editing skills essential, with strong attention to detail.
5. Aptitude in database use with a preference for experience using Raiser's Edge.
6. Excellent communication skills and ability to provide clear, prompt follow up to requests.
7. Strong organizational skills, with demonstrated ability in executing, initiating, and completing projects.
8. Ability to work successfully in a fast-paced environment while prioritizing and managing multiple tasks simultaneously, adhering to tight and changing deadlines.
9. Excellent interpersonal skills, professionalism, poise, and discretion.

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](mailto:smmaloch@menil.org).