The Menil Collection
Employment Opportunity

Title: Manager of Foundation Relations

Department: Advancement

Reports to: Director of Advancement

Status: Full-time, exempt from overtime

General Responsibilities

The Manager of Foundation Relations is responsible for a comprehensive grants program by writing and administering grants, stewarding existing partnerships, and cultivating new partnerships that lead to philanthropic revenue for the Menil Collection. Reporting to the Director of Advancement, the Manager of Foundation Relations collaborates with internal stakeholders toward Museum-wide programs, exhibitions, and initiatives to meet annual fiscal goals.

Specific Duties

1. Support fundraising goals of the Menil Collection through management of identification, solicitation, and stewardship activities of grant funders, foundations, family foundations, government agencies, and prospects.
2. Research, sustain a pipeline, and draft proposals seeking general operating, project-related, and capital campaign support.
3. Create and implement a stewardship plan for foundation pipeline constituents.
4. Draft stewardship reports related to general operating and project-related support for foundations, including timely filing of all narrative and financial information.
5. Work with key Menil staff and leadership to identify and articulate funding initiatives and match them with grant opportunities.
6. Coordinate and collaborate with Curatorial, Finance, and Advancement Departments to ensure accurate information is transmitted in all funder communications and financial requirements.
7. Develop and maintain an annual schedule for letters of inquiry, proposals, and reports, tracking outcomes and updating the grant deadline calendar.
8. Conduct research on prospective foundation funders to best position grant requests.
9. Maintain annual grant calendar and accurate records of grant funders in Raiser's Edge database.
10. Build relationships with grant funders, work closely with the Director of Advancement, and organize meetings with appropriate museum staff.
11. Maintain detailed records of actions, proposals, and documents related to potential and current funders in Raiser's Edge.
12. Develop and proof all required documents to accompany proposals, ensuring they are complete and accurate.
13. Stay current in development and grant seeking and practices within the Association of Fundraising Professionals (AFP) Code of Ethics.
Qualifications

1. Bachelor's degree in English, communications, creative writing, or a related area.
2. 3 to 5 years of experience as a successful grant writer, preferably with a fine arts focus.
3. Proven track record of securing new funding opportunities. Comprehensive knowledge of research and the ability to distinguish and identify opportunities.
4. Previous grant budget development and management experience.
5. Proven record of securing major grants with certifiable references.
6. Knowledge of grant application process, scoring criteria, and funding cycles.
7. Excellent time management and organizational skills are required to meet submission deadlines.
8. Ability to handle confidential matters with the utmost integrity.
9. Superior writing and verbal skills.
10. Proficiency in MS Office and database management skills.
11. Motivated self-starter with the ability to work collaboratively and independently with purpose and accuracy in a fast-paced environment.

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.