

The Menil Collection Employment Opportunity

Title: *Manager of Development Services*

Department: Development

Reports to: Director of Advancement

General Responsibilities

Reporting to the Director of Advancement, the Manager of Development Services manages the development and membership database (Raiser's Edge) and related business processes. The successful candidate will also develop strategies for maximizing the capabilities of the software, provide proactive support for the fundraising team, and establish and maintain 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, 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 Advancement Department's evolving needs. Pull monthly, quarterly, and annual reports, create dashboards, complete event performance and file analysis, and compile mail/e-mail lists and donor recognition lists.
3. Serve as liaison between the Advancement and Finance Department staff. Reconcile gifts with supporting software and ensure the flow of accurate and comprehensive data between the departments.
4. Supervise and manage the Development Services Associate.
5. Work to streamline routine processes and ensure that the membership team and development officers' data requirements are being met. Evaluate, manage, and track the Advancement Department's moves management system.
6. Maintain and update donor records to ensure data is current and accurate.
7. Handle overall database cleanup and backup; maintain overall database integrity.
8. Manage the online *Net: Solution* services and donation pages.
9. Maintain Development Services procedure manual; provide consistent review and evaluation of all data processes to ensure the most effective and efficient procedures are in place; and, familiarize Advancement staff with current practices and procedures.
10. Provide training in Raiser's Edge for users within the organization, and train members of the Advancement Department, to ensure competency and maintain data integrity.
11. Oversee the gift entry workload and associated processes to ensure gifts are entered, and acknowledgment letters are timely and accurately produced.
12. Prepare and ensure accuracy of all capital campaign reports, including, but not limited to, cash flow reports, income reports, prospect reports, donor recognition, and custom reports for the Director's Office.

13. Work with the Prospect Researcher to ensure research tools and data integrate with Raiser's Edge. Coordinate data updates to maximize overall data quality required to support the major gifts area.

Qualifications

1. Bachelor's degree in business or related field required.
2. Advanced skills and deep knowledge with Blackbaud Raiser's Edge, Microsoft Word, Excel, and Outlook. Experience with Blackbaud Financial Edge a plus.
3. Proficiency in the creation and generation of Raiser's Edge reports.
4. Creative thinker with the ability to advise the 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.

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.