

**Menil Foundation, Inc.  
Employment Opportunity**

**Title:** *Writer/Editor*

**Department:** Director's Office

**Reports to:** Director of the Menil Collection and Foundation

**General Responsibilities**

Working under the supervision of the Director, the Writer/Editor is responsible for writing letters and proposals on behalf of the Museum's Director, Director of Advancement, Development staff, Trustees, and other departments, as needed. Duties include writing specifically tailored acknowledgment and solicitation letters; preparing grant proposals and reports; writing articles for the Menil Membership Magazine; drafting, editing, and proofreading department text and correspondence, including Annual Fund appeal letters, event invitation text, and other miscellaneous projects.

**Specific Duties**

1. Write gift acknowledgment letters for the Museum Director, Director of Advancement, Campaign Chairman, and President of the Board of Trustees.
2. Work with members of the Advancement Department to draft general correspondence, including Annual Fund appeal letters, acknowledgment letters, and other projects as assigned.
3. Work with the appropriate departments within the Museum to prepare, draft, edit, and review content for publications including the Menil Membership Magazine and Annual Report.
4. At the direction of the Director of Advancement prepare grant proposals for all Museum activities, including but not limited to operations, conservation, exhibition support, and public program funding.
5. Comply with all grant reporting as required.
6. Gather relevant statistics and materials necessary for donor stewardship (visitor number and public program attendance, etc.).
7. Assist with other writing, editing, and fundraising projects as requested.

**Experience**

1. Strong written communication skills; ability to write clear, structured, articulate letters, as well as detailed and persuasive proposals.
2. Excellent grammar and strong editing skills.
3. Attention to detail.
4. Ability to meet multiple deadlines.
5. Knowledge of basic fundraising techniques and strategies.
6. Strong contributor in team environments.
7. Knowledge of art history, museum operations, and/or non-profit arts organizations.

## **Qualifications**

1. Bachelor's Degree (Marketing, Communications, Art History, Creative Writing, or other relevant subject) required.
2. At least three years writing experience in a professional environment.
3. Proficiency using Microsoft Office software required; previous experience with fundraising software (Raiser's Edge) preferred.
4. Previous experience with non-profit fundraising and/or marketing and communications preferred.
5. Proven ability to work well in a team environment, handle multiple assignments, and meet deadlines.

Salary and benefits competitive and commensurate with experience. Please send resume, cover letter, and two writing samples 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).