The Menil Collection
Employment Opportunity

Title: Manager of Patron Programs

Department: Advancement

Reports to: Director of Individual Giving

Status: Full-time; exempt from overtime

Work location: Onsite

General Responsibilities

The Manager of Patron Programs is responsible for identifying, cultivating, soliciting, and stewarding the donors of both Menil Society and Menil Contemporaries patron membership groups. This position engages these donors through personal meetings, stewardship, and cultivation events at the museum. This position manages a portfolio of current and prospective Menil Society donors with the expectation of strengthening relationships on behalf of the Menil.

Specific Duties

1. Develop and execute strategies to steward and grow Menil Society and Menil Contemporaries patron membership groups.
2. Manage a portfolio of current and prospective Menil Society and Menil Contemporaries members.
3. Responsible for achieving or exceeding goals in revenue, annual growth, and retention through strategy, stewardship, and cultivation.
4. In coordination with the Director of Individual Giving, assist in identifying and qualifying Society and Contemporaries members with the capacity and interest to give at higher levels.
5. Collaborate with special events and public programs staff to create unique and meaningful engagement opportunities that attract new members and advance patron relationships.
6. Oversee and coordinate monthly membership renewals for Menil Society and Menil Contemporaries. Maintain a system to ensure all patron members are current and solicited on time. Create a strategy to recapture lapsed members.
7. Manage Menil Society and Menil Contemporaries Steering Committees, develop meeting agendas and reports, and work cooperatively with chairs. Cultivate Menil Society and Menil Contemporaries leadership groups to be effective Menil ambassadors.
8. Position programs on the calendar and work closely with curatorial and conservation staff to ensure programs have relevance and appeal.
9. Collaborate with communications and events staff on monthly member newsletter, bi-annual member magazine, membership, and social media campaigns. Ensure the accuracy of membership information on the Menil website.
10. Maintain accurate, timely, and complete donor records of contacts, communications, donor giving, and activities in Raiser's Edge database.
11. Develop and maintain collateral related to each patron program.
12. Attend all advancement and membership events.

**Supervisory Relationship**

Membership Associate

**Qualifications**

1. Bachelor's degree with five years of fundraising experience with knowledge of nonprofit organizational structure.
2. Excellent administrative and organizational skills, with impeccable attention to detail and a proven ability to manage multiple tasks simultaneously while meeting deadlines in a busy environment.
3. Excellent written, verbal, presentation/communication, and excellent relationship-building skills.
4. Creativity and entrepreneurial spirit, with a demonstrated commitment to outstanding customer service.
5. Ability to successfully manage a stewardship matrix that includes meaningful donor engagement activities.
6. Strong interpersonal and relationship management skills, positive attitude, and sense of humor.
7. Must be a self-starter who can work independently and collaboratively within a team environment to achieve shared goals.
8. Willingness to work a flexible schedule, including evenings and weekends, as required for events.
9. Proficiency in Microsoft Office (Word, Excel, PowerPoint, and Outlook) and database experience, preferably Raiser's Edge.
11. Ability to handle confidential materials with appropriate discretion.

**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 of full-time employment.

**How to Apply**

For immediate consideration, please email your resume, cover letter, and salary expectations 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.