

The Menil Collection

Position Description

Title: *Associate Director of Corporate Giving*

Department: Advancement

Reports to: Director of Advancement

General Responsibilities

The Associate Director of Corporate Giving will lead the organization's corporate fundraising effort, targeting both current corporate donors and prospects for membership in the Corporate Partner program as well as leading major corporate fundraising efforts for strategic museum program initiatives. The Associate Director also serves on the major gift team and works with the Director of Advancement on department planning and strategy.

Specific Duties

1. Manage a portfolio of corporate prospects/donors, and apply moves management approach to the portfolio, with a custom cultivation strategy for each donor.
2. Refine current and develop new innovative fundraising strategies for prospects and donors, including special cultivation and stewardship events.
3. Maintain accurate and complete records of donor contacts and communications in Raiser's Edge; create timely and accurate pipeline reports and revenue forecasts.
4. Collaborate closely with the Director of Special Events to leverage organizational events to increase giving, as well as to cultivate individual support from corporate partners.
5. Participate as member of the Advancement senior leadership team in developing annual Development Plan.
6. Enlist board members, leadership staff, and volunteers to deepen and solidify donor relationships; strategically engage trustees and key staff in peer prospect identification, visits, and stewardship when appropriate.
7. Guide the development of compelling proposals and establish benefits and recognition for corporate donors.
8. Manage the Menil's Corporate Subcommittee of the Development Committee and support the work of volunteer solicitors as needed.
9. Develop annual corporate fundraising goals in partnership with the Director of Advancement and create an annual plan to ensure those goals are reached.
10. Oversee corporate fundraising associated with Corporate Conversations, Men of Menil, Who R U? and membership events, as well as the Corporate Partners fundraising program.
11. Coordinate with Stewardship Manager to ensure the realization of all benefits associated with the Corporate Partners program and special events sponsorships; ensure proper recording of all corporate actions in Raiser's Edge.
12. Coordinate with Prospect Researcher to identify corporate prospects.
13. Prepare prospect research and talking points for Corporate Committee volunteers and brief volunteers in advance of visits.

14. Develop proposals, solicitation letters, and grant applications in association with upcoming exhibitions and programming.
15. Coordinate with Stewardship Manager to tailor and deliver stewardship reports to all corporate donors.
16. Develop benefits associated with giving levels and ensure the realization of those benefits.
17. Staff lead on planning annual Corporate Conversations luncheon including securing speaker and major corporate sponsorship.
18. Ensure the Menil website is updated quarterly acknowledging current corporate supporters.
19. Perform other duties as assigned, including assistance/attendance at certain evening events.

Qualifications

1. 5-7 years development experience with increasing responsibility.
2. Experience in devising and executing a major donor cultivation program.
3. Proven track record of meeting and exceeding revenue goals, with the ability to engage donors and successfully close gifts.
4. Ability to motivate and interact effectively with trustees, volunteers, donors, and museum staff at all levels.
5. Extensive knowledge of fundraising principles, techniques, and ethics.
6. Self-motivated strategic thinker with a proven record of working independently and as part of a diverse team, handling multiple priorities and achieving results.
7. Exceptional verbal and written communication and interpersonal skills, and the ability work in a team environment on department activities and initiatives with a positive attitude.
8. Proficient in Microsoft Office Suite. Experience with Raiser's Edge software preferred.
9. Availability to work nights and weekends as needed for events or deadlines.

Salary and benefits competitive and commensurate with experience. Please send resume and cover letter with salary expectations to: Human Resources, the Menil Collection, 1511 Branard Street, Houston, Texas 77006. Application materials may also be emailed to: smmaloch@menil.org