

The Menil Collection Employment Opportunity

Title:	<i>Director of Special Events</i>
Department:	Advancement
Reports to:	Director of Advancement
Status:	Full-time, exempt from overtime
Work location:	Onsite
Salary Range:	\$80,000-\$90,000/annually

General Responsibilities

The Director of Special Events oversees the planning, marketing, and execution of all Menil Collection fundraising events, including *Party in the Park*, *Studio Menil Presents*, and Corporate and Membership events. The Director of Special Events oversees all Board and Charmstone Circle events, exhibition dinners, prospect events, and the Menil Gala, held once every five years.

Specific Duties

1. Plan and execute annual fundraising events and lead fundraising efforts to meet or exceed financial goals.
 - Creatively work with event chairs on event design, details, and fundraising efforts
 - Work with the Office of the Director, Director of Advancement, and other colleagues in Advancement and/or other museum departments on event leadership, concept, strategy, and execution
 - Manage prospecting, cultivation, and stewardship of event donors, including outreach and acknowledgments
 - Track event income
 - Proactively contact event prospects as appropriate to secure maximum revenue
 - Collaborate with the Director of Advancement and Corporate Giving Officer on corporate event sponsorships
 - Create successful marketing timelines and plans
2. Manage details of fundraising and other Advancement events, including but not limited to:
 - Event design and timelines
 - Hire and manage vendors
 - Create and manage event budgets; track and monitor all event expenditures
 - Collaborate with the Menil's Senior Graphic Designer and printer to produce invitations and other printed collateral
 - Develop and circulate guest lists
 - Track RSVPs and manage assigned seating
 - Manage event execution
3. When appropriate, prospect, cultivate, and steward in-kind donors for Menil events.
4. Manage the museum's master events calendar; ensure strategic scheduling of events.
5. Collaborate with colleagues within the Advancement Department to develop strategic member and patron events.
6. Manage and supervise Special Events Coordinator and Member Events Coordinator.

Qualifications

1. Bachelor's Degree and at least five years of event planning experience, preferably with a non-profit organization.
2. Ability to prioritize, organize, and manage multiple priorities and projects.
3. Self-motivated, highly organized, and deadline-driven. Ability to thrive in a fast-paced environment.
4. Excellent communication and time management skills are essential.
5. Ability to manage staff effectively and positively and collaborate with and motivate staff who are not direct reports.
6. Ability to understand vendor contracts and negotiate fees as necessary.
7. Exceptional customer service and relationship management skills.
8. Ability to work independently on various projects and tasks.
9. Proficiency in Microsoft Office (Word, Excel, PowerPoint, and Outlook) and database experience, preferably Raiser's Edge.
10. Ability to produce a work product that exhibits a high degree of detail and accuracy.
11. Strong follow-through skills and problem-solving skills.
12. Ability to maintain confidentiality, a high level of discretion, and a professional demeanor.
13. Available to work nights and weekends for events and deadlines as needed.

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.