

The Menil Collection Position Description

Title:	<i>Membership Associate</i>
Department:	Advancement
Reports to:	Manager of Patron Programs
Status:	Full-time, exempt from overtime
Salary:	\$40-42,000 annually

General Responsibilities

The Membership Associate supports the Manager of Patron Programs and Membership team. Primary responsibilities include coordinating monthly membership renewals, assisting with projects related to Menil Society and Menil Contemporaries patron groups, maintaining accurate membership records and reports, and other related membership and advancement support.

Specific Duties

1. Serve as the point of contact for all Menil membership groups by responding promptly to telephone calls and email requests from members and the public and routing inquiries appropriately.
2. In collaboration with the Manager of Patron Programs, manage the monthly membership renewal process for Menil Society and Menil Contemporaries and coordinate member communications, including reactivation campaigns and museum announcements.
3. Maintain accurate member records in the donor database (Raiser's Edge).
4. Work closely with the membership and events teams to plan and implement engaging member events and programming. Track RSVPs for events as needed.
5. Prepare and analyze reports and lists from the database, including but not limited to tracking active and lapsed members, and membership revenue, retention, and growth.
6. Build and deploy email correspondence via email marketing platform (MailChimp) and monitor and update website content related to patron groups.
7. Coordinate the planning, preparation, and follow-up of meetings for the Menil Society and Menil Contemporaries Steering Committees, including but not limited to creating agendas and presentations, compiling all meeting materials, recording and editing minutes, scheduling, audio-visual and refreshment needs, and attendance tracking.
8. Work with the membership and communications staff on related projects, including the annual report and monthly membership newsletter.
9. Coordinate the annual mailing of museum catalogues to members.
10. Assist the advancement team in areas of patron stewardship.
11. Attend and assist with membership events and advancement events, as required.

Qualifications

1. Bachelor's degree in a related field preferred
2. At least two years of experience working in a nonprofit organization, preferably within membership and/or development.
3. Proficiency in Microsoft Office required. Familiar with email marketing software is a plus.
4. Excellent writing and editing skills are essential, with strong attention to detail.
5. Aptitude in database use with a preference for experience using Raiser's Edge.
6. Excellent communication skills and ability to provide clear, prompt follow-up to requests.
7. Strong organizational skills, with demonstrated ability in executing, initiating, and completing projects.
8. Ability to work successfully in a fast-paced environment while simultaneously prioritizing and managing multiple tasks and adhering to tight and changing deadlines.
9. Excellent interpersonal skills, professionalism, poise, and 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 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.