

Foundation Relations Manager

About the Museum

Contemporary Arts Museum Houston (CAMH) is a non-collecting institution dedicated to presenting the best and most exciting international, national, and regional art of our time. Founded in 1948, the Museum prides itself on presenting new art and documenting its role in modern life through exhibitions, lectures, original publications, and a variety of educational programs and events. CAMH occupies an iconic stainless steel building in the heart of the Houston Museum District. This highly recognizable building was designed for the Contemporary Arts Museum Houston by the award-winning architect Gunnar Birkerts and opened in 1972. The building's two floors of gallery space offer six to eight exhibitions each year.

Summary

The Foundation Relations Manager is a full-time, exempt member of the development staff, driving the grant writing and reporting functions in service to CAMH's short- and long-term fundraising goals. The employee is responsible for managing and maintaining a robust calendar of grant proposals and reports, researching new grant opportunities, development and maintaining relationships with key foundation staff and trustees, and maintaining physical and electronic records related to foundation funders. This position is vital to CAMH's mission and offers the right candidate a supportive and creative team environment and opportunities for advancement in the future.

Title:	Foundation Relations Manager
Reports to:	Director of Development
Status:	Full-time Exempt
Supervises:	Occasional interns and volunteers
Salary:	\$58,000, negotiable depending upon qualifications and skillset

Principle Duties and Responsibilities

- Maintains relationships with foundation and grantor program officers and staff, and initiates relationships with new and potential grant funders on behalf of CAMH;
- Writes 30+ grant proposals per year, along with related Letters of Intent and grant reports as required by grant agreements and application guidelines;
- Ensures all grants and reports are submitted on time and within application parameters;
- Researches new grant opportunities that may be specific to Museum initiatives, exhibitions, or programs;
- Presents new grant opportunities to Development Director and leadership team for consideration;
- Compiles necessary information for grant applications in collaboration with other departments, in particular with the curatorial, education, exhibition, leadership, and program teams;
- Maintains and updates supplemental application materials as needed;
- Collaborates with other departments to ensure monitoring and evaluation of programs and projects that are funded by grants;

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- Develops and maintains master files on foundation, government, and institutional funders;
- Stays up to date on organization initiatives and exhibitions, education and public programs, public art projects, and community engagement initiatives;
- As a member of the development team, supports colleagues by assisting with the implementation of special events, exhibition openings, assembling mailings, and other departmental initiatives;
- Performs other related duties as assigned by management.

Qualifications

- A strong interest in contemporary art and its place in the community and culture;
- Demonstrated experience in writing successful grant proposals, meeting deadlines and tracking progress of grant-funded initiatives;
- Strong attention to detail and excellent proofreading skills;
- Process-oriented with strong organizational skills to manage multiple deadlines and projects;
- Excellent communication skills, both written and verbal, including the ability to present information in a variety of formats;
- Bachelor's degree preferred; and/or equivalent experience demonstrating critical thinking, customer service skills, and ability to collaborate across departments;
- Ability to extrapolate essential information from a variety of formats;
- Excellent computer skills including experience with the Microsoft Office suite (Word, Excel, PowerPoint) and Adobe Pro; experience with InDesign a plus;
- Excellent database skills; experience with Raiser's Edge highly preferred;
- Ability to keep track of the overall picture while maintaining accuracy, courtesy, and attention to detail in a variety of situations;
- Ability to perform under pressure and work with tight deadlines;
- Ability to work well independently as well as in a team environment;
- Ability to work some weekend and evening hours to provide on-site support for events, receptions, and exhibition openings.

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Submission Process

Email cover letter, resume, and professional reference list to: hr@camh.org. Applicant review will continue until the position is filled. Please indicate your last name and “CAMH Foundation Relations Manager” in the subject line (e.g., “Smith | CAMH Foundation Relations Manager”). No phone calls, please. Candidates whose qualifications are best aligned with the components of this job description will receive a response. Salary is commensurate with experience. CAMH offers an attractive and competitive benefits package.

Contemporary Arts Museum Houston fully subscribes to the principles of Equal Employment Opportunity. It is our policy to provide employment, compensation, and other benefits related to employment based on qualifications, without regard to race, color, religion, national origin, age, sex, veteran status, disability, sexual orientation, gender identity and expression, or any other basis prohibited by federal, state, or local law. In accordance with requirements of the Americans with Disabilities Act, it is the Museum’s policy to provide reasonable accommodation upon request during the application process to eligible applicants in order that they may be given a full and fair opportunity to be considered for employment.