

## Employment Opportunity

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### Development and Membership Coordinator

#### About the Museum

Contemporary Arts Museum Houston (CAMH) presents extraordinary, thought-provoking arts programming and exhibitions to educate and inspire audiences nationally and internationally.

Established in 1948, CAMH is one of the oldest non-collecting contemporary art museums in the country and is internationally known for presenting pivotal and landmark work by artists recognized as the most important of the 20th and 21st centuries. CAMH's mandate is to be present, to connect artists and audiences through the urgent issues of our time, and to adventurously promote the catalytic possibilities of contemporary art. CAMH's programming, both in and beyond the Museum, is presented free to the public, and advocates for artists' essential role in society.

#### Description

The Development Coordinator is a full-time, exempt member of the development staff providing critical support to the Director of Development and the development team in the implementation of departmental strategies to attain annual and long-term fundraising goals. The employee is responsible for managing and maintaining donor and member information via Raiser's Edge and donor files; managing the Museum's general membership program; drafting and updating key communications for internal and external audiences, including gift acknowledgments, pledge reminders, fundraising reports, donor listings; development-related communications to the Board of Trustees and relevant committees; and supporting the Director of Development and Development team in the management and stewardship of major donors. 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:	Development and Membership Coordinator
Reports to:	Assistant Director of Development
Status:	Full Time   Exempt
Supervises:	Volunteers and occasional interns
Salary:	\$35,600 starting yearly salary, negotiable upon experience and skillset

#### Principle Duties and Responsibilities

Responsibilities include but are not limited to the following:

- Enters and updates donor, prospect, and gift records;
  - Maintains Raiser's Edge database, including reviewing new database changes and features, and updates the department's Raiser's Edge Style Guide;
  - Runs regular department reports, including the daily gift report, monthly revenue reports, monthly pledge balance reports, membership reports, and other reports as needed;
  - Manages acknowledgement, pledge tracking, invoicing, and reporting processes; updates gift processing manual as needed;
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- Manages mailing and email lists for stewardship, cultivation, donor communications, and special events;
- Coordinates the materials and logistics for mailings, including annual appeals, membership, event, and other mailings;
- Maintains credit line listings according to CAMH's donor recognition guidelines
- Plans and executes Membership events, including coordinating staff roles across departments, gathering supplies and checklists, set up, and break down;
- Supports Collectors Circle and the Museum's Fall and Spring fundraising events with all aspects of event execution, as needed;
- Performs monthly revenue and department expense reconciliation with Finance department, tracks department spending against budgets, and assists with entering check requests and invoices for Finance to process;
- Researches, identifies, and maintains records of donors and prospects;
- Develops and maintains research resources and materials, department passwords;
- Tracks and maintains department calendar;
- Assists in preparing and assembling supporting materials for major gift asks and grant proposals;
- Regularly maintains digital and physical files of donor correspondence;
- Maintains strict confidentiality regarding requests, reports, and budgets that often contain sensitive and proprietary information.

### Qualifications

- The ideal candidate will demonstrate a deep passion for contemporary art and for connecting artists and audiences. The candidate should be comfortable with and eager to work in a creative environment, and bring integrity, humor, curiosity, and a sense of adventure to a key role.
  - Support the Museum's mission, values, vision, and core commitment to visitor experience, community engagement, and institutional impact. Values and embraces working in an inclusive environment that strives to ensure a culture of belonging, set within the most diverse city in the United States.
  - Participate in a culture of ongoing curiosity, learning, collaboration, innovation, creativity, and community engagement.
  - Participate in cross functional teams while working toward achieving institutional outcomes.
  - Assists and supports development staff as required.
  - Maintains strict confidentiality regarding requests, reports and budgets that often contain sensitive and proprietary information.
  - 2-3 years of experience in non-profit fundraising, or an equivalent combination of education and experience with detailed administrative tasks, meeting deadlines, navigating multiple projects and deadlines, and a strong customer service ethic.
  - Strong interpersonal, written, and verbal communication skills.
  - English language proficiency in both spoken and written form.
  - Experience managing stakeholder expectations in a collaborative and creative environment.
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- Knowledge of Mac platforms for Adobe Creative Suite, MS Office (Word, Excel, PowerPoint), Google Apps, and fundraising database entry and management, preferably Raiser's Edge.
- Experience with collaborative project management software such as Monday.com is a plus.
- Ability to work as part of a team and to adapt to a rapidly changing environment.
- Ability to manage multiple priorities and work within tight deadlines.
- Excellent ability to interact within a diverse environment with a high degree of cultural competency and collegiality.
- Ability to give and receive feedback in a constructive and timely manner.
- Must be located in the greater Houston area and willing to work primarily within our office within the Museum District.
- Vaccinated against COVID-19.

### Submission Process

Email cover letter, resume, link to online portfolio, and professional reference list to: [hr@camh.org](mailto:hr@camh.org). Applicant review will continue until the position is filled. Please indicate your last name and "**Development and Membership Coordinator**" in the subject line (e.g., "Smith | Development and Membership Coordinator"). No phone calls, please. Candidate 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.

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