

## Employment Opportunity

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### Special Events and Cultivation Manager

#### 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 Special Events and Cultivation Manager is a full-time, exempt member of the development staff providing critical support to the Director of Development and the Leadership Team. The Manager is responsible for planning and executing fundraising and donor cultivation events and strategies that generate a substantial portion of the Museum's operating revenue each year. The Manager works closely with high level volunteers, event chairs, other Museum staff, the Director of Development and the Executive Administrator and Board Liaison to coordinate and implement fundraising events and other smaller cultivation, membership and stewardship events as assigned that support the institution's mission and its long-range plan. The Manager is highly adaptive and will bring an innovative perspective and creative approach to conceptualizing and implementing events of multiple scales, with the key goal to generate excitement and new resources in support of CAMH's mission.

Title:	Special Events and Cultivation Manager
Reports to:	Director of Development
Status:	Full Time   Exempt
Schedule:	Monday – Friday, 9AM – 5PM with additional evenings and weekends
Salary:	Starting salary - \$50,000 commensurate with experience

#### Principle Duties and Responsibilities

Responsibilities include but are not limited to the following:

- In coordination with the Director of Development plan and implement 2 major fundraising events each year, along with additional smaller cultivation, membership, and stewardship events according to the annual fundraising plan of the Museum.
  - Create and manage the timeline, program, checklist, and all logistics for Museum events.
  - Work with the Director of Development to establish, monitor and report on revenue and expense goals related to fundraising events.
  - Provide superior customer service to all donors, participants, and partners, leveraging relationships for continued Museum engagement.
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- Oversee all aspects of event solicitations, printed materials, and related communications, including writing content for solicitation letters, printed invitations, and event programs.
- Manage, schedule, and coordinate with special event contractors and vendors to produce events and ensure successful and smooth operations.
- Acts as the primary contact and coordinator for outside private events as necessary, including the execution of related contracts and managing privately contracted vendors.
- Support and coordinate a donor travel program in coordination with the Assistant Director of Development and Development Coordinator.
- Maintain all event records.

### 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.
  - Three-five years fundraising and event management experience, or an equivalent combination of education and experience; demonstrated ability to successfully supervise and support the work of others.
  - 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.
  - Knowledge of Mac platforms for Adobe Creative Suite, MS Office (Word, Excel, PowerPoint), Google Apps.
  - 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.
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### **Salary and Benefits**

The Special Events and Cultivation Manager will be eligible to participate in CAMH's health insurance benefit plans and have the opportunity to contribute to a pre-tax health and childcare savings plan. The Manager is eligible for 24 Paid Time Off (PTO) days annually. These benefits commence on the first day of the 3rd full month after employment begins. The candidate will have the opportunity to contribute to a 401(K) retirement plan. The starting salary range is \$50,000 per year and compensation will be commensurate with experience.

Research shows that women and individuals from underrepresented backgrounds often apply to jobs only if they meet 100% of the qualifications. We recognize that it is highly unlikely that an applicant meets 100% of the qualifications for a given role. Therefore, if much of this job description describes you, then you are highly encouraged to apply for this role.

### **Submission Process**

Email cover letter and resume to [hr@camh.org](mailto:hr@camh.org). References will only be requested for finalist candidates.

Applicant review will continue until the position is filled. Please indicate your last name and "Special Events and Cultivation Manager" in the subject line (e.g., "Last Name | Special Events and Cultivation Manager"). No phone calls, please—candidates whose qualifications are best aligned with the components of this job description will receive a response.

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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