

Job Description | Manager of Individual Giving

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 arts 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 programming, both in and beyond the Museum, is presented free to the public, and advocates for artists' essential role in society.

In 2023, CAMH acquired property adjacent to the museum and is in the early stages of planning for a future expansion and capital campaign. This property acquisition is coupled with a major, long-term partnership initiative, *Rebirth in Action*, with Houston Freedmen's Town Conservancy. *Rebirth in Action* is in its second phase, which includes preserving historic bricks, commissioning a pavilion designed by artist Theater Gates, and rehabilitating three historic row houses.

Description

The Manager of Individual Giving will play a key role in shaping Contemporary Arts Museum Houston (CAMH)'s future by strengthening and expanding support for the Museum among members and Annual Fund donors. They will partner closely with the Director of Development to build a strong prospect and donor pipeline, hone donor outreach, and create meaningful connections between donors and the Museum.

The role is ideal for an early- to mid-career development officer who is ready to hone their interpersonal skills and expand their capacity to manage a growing portfolio of individual donors. Ideally, the candidate is a thoughtful and active listener who enjoys connecting with people, building relationships over time, and providing enriching experiences for supporters at all levels. They are tenacious, mindful, and energetic as both host and liaison for the Museum. Hospitality comes naturally to the Manager of Individual Giving, whose interest in the arts is infectious, and whose style of engagement is defined by warmth, energy, and consummate professionalism.

The ideal candidate understands and believes in the opportunities of supporting a contemporary, artist-centered organization. The Manager of Individual Giving will cultivate and steward a thoughtful and innovative path for patrons of CAMH to engage in programs that elevate artists, and authentically engage audiences and the public life of our community and city.

Title:	Manager of Individual Giving
Reports to:	Director of Development
Status:	Full-time Exempt
Schedule:	Monday-Friday, 9AM-5PM in-person with the option to work remotely one day per week; additional evening and weekend hours per event
Salary:	\$63,000-\$68,000 annually, full benefits; relocation expenses, as required

Duties and Responsibilities

Responsibilities include but are not limited to the following:

Individual Giving

- Act as the primary manager for a portfolio of 100–120 prospects, members, and donors to the Annual Fund.
- Meet financial goals through meaningful cultivation, solicitation, and stewardship of individual supporters in collaboration with the Director of Development.
- Meet interpersonal goals by encouraging donors to increase their membership levels, or gift levels for the Annual Fund.
- Maintain professional relationships with prospects and donors through personal meetings and tours of CAMH exhibitions.
- Act as a liaison to portfolio donors and prospects by being thoroughly knowledgeable of CAMH's exhibitions, educational programs, member events, and institutional history to ensure they have an ideal experience with the Museum.
- Express timely and personalized gratitude for portfolio donor gifts.

Development Communications and Database Management

- Design and implement digital (primarily Mailchimp) and mailed print campaigns for Annual Fund giving and member acquisition, including copywriting, and executing physical mailings.
- Maintain webpages on CAMH website where individuals can access pathways to support the Museum and easily understand benefits of tiered giving where appropriate: General Membership, Collectors Circle, and Annual Fund.
- Produce timely acknowledgement letters to sign, or co-sign with the Director of Development when appropriate.
- Maintain meticulous records of donor communications and interactions in Raiser's Edge.

Member Benefits

- Provide support for the Special Events team and Director of Development to design an invigorating program of six (6) Collectors Circle events.
- Draft and send invitations to members for Exhibition Openings and Collectors Circle events.
- Work closely with the Special Events team to track RSVPs for member events and Member Exhibition Previews.
- Collaborate with the Director of Development and Special Events team to secure healthy attendance by active members and prospective members when appropriate.
- Attend Member Exhibition Previews and Collectors Circle events to primarily socialize with attendees, develop relationships with them, and introduce them to fellow members.
- Calculate fair market value (FMV) for all membership levels.

Internal and Inter-Departmental

- In collaboration with the Special Events team, strategize for key cultivation events and the annual CAMH PARTY gala, including compiling guest lists, and cultivate attendees into becoming regular members or supporters.
- Participate in weekly Development and interdepartmental meetings with Learning & Engagement, Curatorial, and the office of the Co-Directors as needed.

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Houston, Texas 77006
CAMH.org | @camhouston

- Work with CAMH Marketing and Communications team to approve and send member communications via email, mail, and social media.
- Field external emails and phone calls by individuals interested in learning about CAMH membership programs, avenues for donating to the Museum, and information about the Museum in general.
- Monitor progress towards personal goals, and provide weekly progress to the Director of Development.
- Help foster a collaborative, collegiate culture at CAMH that prioritizes the importance of contemporary art, diversity, and inclusion.

Qualifications

The ideal candidate possesses the following qualifications:

- Minimum three years experience in donor engagement, ideally within the arts sector
- Solid knowledge of donor moves management (i.e. discovery, cultivation, solicitation, and stewardship)
- Excellent social, interpersonal, and conversational skills
- Sound judgement, and strong understanding of discretion
- Ability to work independently, as well as collaboratively with colleagues
- Ability to organize and manage multiple projects simultaneously
- Experience with Raiser's Edge software highly preferred
- Earnest and active interest in visual art and art education a plus
- Ability to work evening events for General Members and upper-level Collectors Circle members, and occasional weekend events
- Strong aesthetic sensibility with attention to visual consistency

Salary and Benefits

The Manager of Individual Giving will be eligible to participate in CAMH's health insurance benefit plans and contribute to a pre-tax health and childcare savings plan. You are eligible for 24 Paid Time Off (PTO) days annually. These benefits commence on the first day of the 3rd full month after your employment begins. You will have the opportunity to contribute to a 401(k) retirement plan. The starting salary range is \$63,000 - \$68,000 annually per year and compensation will be commensurate with experience.

Submission Process

Email cover letter expressing interest in the role along with a current CV to hr@camh.org. Initial interviews may take place virtually, whereas finalists will be invited to meet in person in Houston.

Applicant review will continue until the position is filled. Please indicate your last name and Manager of Individual Giving in the subject line (e.g., "Last name | Manager of Individual Giving "). 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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Research shows that women and individuals from underrepresented backgrounds often apply to jobs only if they meet 100% of the qualifications. We recognize that an applicant is unlikely to meet 100% of the qualifications for a given role. Therefore, if much of this job description describes you, you are highly encouraged to apply for this role.