

Executive Assistant and Manager, Board Relations

The Museum of the City of New York celebrates and interprets the city, educating the public about its distinctive character, especially its heritage of diversity, opportunity, and perpetual transformation. Founded in 1923 as a private, nonprofit corporation, the Museum connects the past, present, and future of New York City. It serves the people of New York and visitors from around the world through exhibitions, school and public programs, publications, and collections.

The Museum believes that traditional hiring practices have historically and systemically marginalized entire groups of people including people of color, people of different socio-economic backgrounds, women, people with disabilities, people in the LGBTQ community and veterans, to name a few. We strongly believe as an organization in deconstructing barriers and building a team that authentically represents the diverse communities, and backgrounds of New York City. We strongly encourage applications from people with these identities or who are members of other marginalized groups.

The Museum seeks an Executive Assistant to manage the office of the President and Director and support the Director as she manages the general operations of the Museum including key donor and government relations, and special projects.

As Manager of Board Relations, the position coordinates Board of Trustee and Committee meetings and contributes to the sound governance of the Museum. The position serves as the principal point of contact for internal and external requests and approaches to the Director and liaison between Museum staff and the Board of Trustees.

Roles and Responsibilities:

Director's Office Management

- Manage the Director's calendar and schedule meetings
- Manage and screen telephone calls, mail, e-mail, inquiries and visitors and respond on behalf of the Director as appropriate and needed
- Manage onsite visitors and meeting arrangements
- Draft correspondence, email, memoranda, speeches/remarks
- Prepare and compile meeting materials and presentations in print and electronically
- Organize cultivation and special events/tours for trustees and other guests/ constituents
- Make travel arrangements as required
- Maintain time and expense records
- Oversee the Director's Office budget and complete invoice payments
- Manage manual and electronic filing and archiving

Board of Trustees

- Manage the scheduling and notification of board and committee meetings
- Prepare agendas, minutes, resolutions, and other documents and information for print and electronic presentation
- Coordinate meeting logistics: room bookings and set up, conference call and remote access attendance, refreshments

- Create monthly electronic newsletters
- Schedule new trustee orientation
- Maintain Board of Trustee official records and archives

Governance

- Oversee compliance with the Museum's By-Laws and Board Resolutions
- Contribute to New York City and State reporting requirements and submit accurate reports in a timely manner
- Participate in New York City Cultural Institutions Group meetings, reports, and outreach as needed

Museum Operations

- Assist with materials, preparation and execution of fundraising initiatives such as symposia, galas, proposals, and reports
- Participate in Senior Management Team meetings
- Schedule and prepare materials as needed for staff meetings
- Represent the Museum at external meetings and events as requested
- Participate in Internship Programs
- Perform other duties and projects as assigned

Supervisory Responsibility

None

Qualifications

- Minimum of 5 year's experience as an executive assistant or similar in an office with a high volume of telephone interactions, scheduling, email management, and correspondence
- Experience in a non-profit organization or museum experience preferred
- Strong written and verbal communications skills including grammatical accuracy, tact, and diplomacy
- Exemplary organizational skills, attention to detail, and a tolerance and knack for managing multiple requests/projects in a timely manner with initiative, grace, and minimal supervision
- Collaborative, proactive approach and the ability to hold confidential information with integrity
- Working knowledge of Microsoft Office suite of programs: Word, Excel, Outlook, Teams, Powerpoint
- Good knowledge of AV technology and web-based and telephonic meeting conferencing systems
- Familiarity with fundraising and CRM databases eg. Altru/Blackbaud, Raiser Edge
- Internet-based research skills

Benefits

The position offers a competitive benefits package including medical, dental, vision, FSA, HSA, life insurance, 401K and pension plan, short and long-term disability. Voluntary critical illness, accident insurance, legal services, pet insurance, and Employee Assistance Program. The Museum has a generous paid time off policy including 12 sick days per year, vacation and 12 holidays.

Your employment relationship with the Museum qualifies you for free or discounted admissions to other participating cultural institutions.

Working Conditions

While performing the essential functions of the job, the Executive Assistant works a Monday-Friday with occasional weekend or evening work required. The Executive Assistant must be available to attend and participate at onsite and off-site events and meetings as needed. Work is primarily onsite at the Museum, with the possibility of occasional remote work. The Museum environment is fast-paced and in an open office plan setting.

Physical Requirements

While performing the essential functions of the job, the employee is regularly required to remain stationary seated at computer desk, with frequent use of repetitive motion, and fine motor skills to keyboard. This position requires constant near visual acuity including reading fine print and use of computer. The Executive Assistant must have the ability to lift a minimum of 20 lbs., troubleshoot and manage multiple projects with ease and calm.

In accordance with applicable law, all employees must be fully vaccinated against COVID-19. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

HOW TO APPLY

Please email your resume and cover letter to the Museum of the City of New York Attention: Human Resources Department to jobs@mcny.org. To be considered, please include **Executive Assistant** the subject line of your email. Please state desired salary in the email.

The Museum of the City of New York is committed to fostering a collaborative and respectful work environment with a staff as diverse as New York City and the audiences who are curious about learning more about its history and engaging in contemporary urban issues. Our staff members are dedicated to working towards a common goal: creating the most dynamic and inspiring city museum in the world.

The Museum of the City of New York is an equal opportunity employer. As such, the museum provides equal employment opportunity for all employees and applicants without unlawful discrimination with respect to age, citizenship status, color, creed, disability, ethnicity, gender identification or expression, marital status, military status or veteran, national origin, political association, political/personal convictions, predisposing genetic characteristics, race (including traits historically associated with race, such as hair texture and style), religion (including attire, clothing or facial hair worn in accordance with religious requirements), sex (including pregnancy, childbirth or related medical conditions and transgender status), sexual orientation, socio-economic status, geographic location, philosophies, or any other classification protected by federal, state or local laws, in all employment decisions, including but not limited to recruitment, hiring, training, compensation, promotion, demotion, transfer, lay-off, and termination, and all other terms and conditions of employment. The museum complies with applicable state and local law governing nondiscrimination in employment which prohibits discrimination and harassment against any employees, applicants for employment or interns, as well as contractors, subcontractors, vendors, consultants, other individuals providing services in the workplace or their employees in every location in which the museum has facilities. The Museum is an AAP employer.