

Museum of New Mexico Foundation
Job Posting: Executive Assistant to the President/CEO
April 11, 2019

Executive Assistant to the President/CEO
Museum of New Mexico Foundation • Santa Fe, NM
Job Classification: Non-Exempt/40 hours per week
Reports to: President/CEO

General Summary

Provide administrative support for the President/CEO maintaining confidentiality at all times. Manage general office operation of Foundation, including human resources. Possess an understanding of the mission of the Museum of New Mexico Foundation and work toward implementation of that mission.

Principal Duties and Responsibilities

- Provide administrative support for the President/CEO to include correspondence, presentations, donor research
- Manage President/CEO's calendar, requiring interaction with internal and external executives and assistants
- Schedule President/CEO's member/donor and/or prospect luncheons
- Assist President/CEO or other staff with special projects/events such as legislative and trustee receptions, presentations and retreats
- Arranges domestic and international travel arrangements and reservations for President/CEO as needed
- Coordinate internal meetings of eleven standing committees to include scheduling, agendas, distributing meeting materials and subsequent minutes, setup/clean up
- Attend biweekly Development meetings
- Independently creates well-organized, grammatically correct memos and reports for distribution to members of various Foundation departments
- Provide administrative support for Board Chair and Committee Chairs and Trustee hospitality for Board members
- Maintain board and committee lists, trustee webpage and keeping board information in Salesforce current
- Attend Governance Committee meetings as needed; create Trustee handbook and new Trustee materials
- Facilitates the flow of state contracts through Executive Office
- Oversee general Human Resources functions such as document updates, orientation procedures, etc.
- Supply new employees with employment forms
- Maintain supply of personnel forms, employee files and benefits materials
- Assist with hiring efforts by posting open positions, collecting resumes and running background checks
- Oversee office equipment and renew & negotiate contracts for postage machine and phone system, troubleshooting, calling for service, ordering supplies, recommendations on purchase/maintenance, train staff on usage/troubleshooting
- Kitchen supplies: ensuring adequate supplies for all meetings
Office supplies: track inventory and order all general office stationary
- Perform other duties as assigned

Education, Experience and Skills:

- Associate's degree required, Bachelor's degree preferred
- One (1) to three (3) years' experience as an executive administrative assistant in a CEO/President level setting
- Ability to read and interpret documents, operating and maintenance instructions, and procedure manuals
- Ability to write routine and non-routine reports and correspondence
- Ability to effectively present information and respond to questions from groups of managers, clients, and customers
- Computer literacy to include Word, Excel, Outlook, Power Point and the Internet
- Excellent interpersonal, verbal and written communication skills
- Excellent writing, proofreading and editing skills
- Non-profit experience helpful

Other Requirements:

- NM driver's license and ability to attend offsite meetings and events.
- Able to work some weekends and evenings.

Salary and Benefits

- Salary commensurate with skills and experience. In general range of \$50,000 to \$55,000/year
- Health and Dental Insurance (70% of premiums covered by employer)
- Life Insurance and Long Term Disability Insurance
- Paid Time Off (Major Holidays, Vacation, and Sick Leave) and Family Leave of Absence
- 401(a) and 403(b) Retirement Plans

To Apply:

Submit cover letter and resume to Jessica Ordaz at jessica@museumfoundation.org.

The Museum of New Mexico Foundation is an equal opportunity employer.