



**Position: Manager, Executive Office**

**Department: Executive Office**

**Classification:** Full-time; Exempt

**Reports to:** President/CEO

Posted June 23, 2022

### **General Summary**

Manage the Foundation's Executive Office, supporting the President/CEO and providing administrative support to the Board of Trustees, while maintaining confidentiality. Provide general support to staff and maintain the Foundation's campus.

### **Primary Areas of Responsibility**

#### ***Executive Support (35%)***

- Manage an extremely active calendar, juggling internal and external meetings and sometimes competing requests for the President/CEO's time
- Manage travel arrangements and reservations for the President/CEO
- Conduct prospect research for donors and other VIPs
- Facilitate the flow of contracts through the Executive Office
- Responsible for putting together the annual, garden party (summer), staff retreat (fall), and holiday party (winter)
- Responsible for the Foundation's annual holiday card mailing
- Reconcile the President/CEO's monthly credit card statement
- Act as a gatekeeper for the President/CEO

#### ***Trustee Support (45%)***

- Responsible for coordinating all trustee meetings (across eleven committees) and quarterly full board meetings—including scheduling, tracking attendance, distributing meeting materials, drafting presentations, and physical setup and clean up
- Work with vendors to secure meeting space, A/V support, and catering (as necessary) for full board meetings
- Attend all executive, finance, and governance committee meetings, offering in-meeting support
- Maintain all board documents, including the board list, directory, face book, committee lists, meeting schedule, trustee handbook, and tracking trustee transitions
- Maintain the trustee portal, an online depository of trustee information, and assist trustees in accessing materials
- Oversee and update trustee information in Salesforce



- Responsible for the annual new trustee orientation and distribution of trustee handbooks
- Provide direct administrative support to Officers and Committee Chairs
- Work closely with the governance chair and committee, providing detailed support during the annual trustee nomination period by collecting nominations, researching nominees, and assisting the committee as needed during their review process
- Responsible for the monthly Trustee and Circles E-News, collecting copy from contributors and assembling the newsletters in a timely manner
- Responsible for maintaining the Trustee E-News mailing list
- Act as the conduit through which trustees receive communication from the Foundation, the President/CEO, and other trustees
- Ensure trustee meetings are properly set with coffee/tea service and light snacks, maintaining supply as needed
- Broadly responsible for trustee hospitality

#### ***General Office-Wide Support (20%)***

- Facilitate the weekly staff meeting, membership meeting, and development meeting
- Oversee office equipment, including rented copiers, stocking related supplies like toner cartridges and calling for service as necessary
- Order and monitor office and facility supplies for the campus, tracking expenses and submitting a monthly reconciled credit card statement to finance
- Order all stationary for the campus, ensuring stock in two buildings
- Work with a variety of vendors to maintain the facility, including housekeeping, plumbing, heating/cooling, pest control, trash pickup, window and carpet cleaners, etc.
- Key management for the campus
- Act as the first point of contact for all facility related requests from staff, trustees, and guests
- Act as the receptionist for the campus
- Perform other duties as assigned

#### **Required Qualifications**

- 2-year degree or greater preferred
- 2-3 years' experience in a similar role
- Ability to be discreet and maintain confidentiality
- Ability to execute good judgement in a variety of situations
- Clear communicator with strong writing, proofreading, and editing skills
- Keen attention to detail and outstanding organizational skills



- Excellent interpersonal skills, comfortable communicating with a diverse audience
- Excellent computer skills, including proficiency in Outlook, Word, Excel, and PowerPoint

### **Desired Attributes**

- Non-profit experience preferred
- Collegial and collaborative work style
- Ability to always maintain a high level of professionalism
- Ability to work independently
- Highly adaptable
- Positive attitude, patience, and tolerance
- Tech savvy

### **Salary & Benefits**

- Salary commensurate with skills and experience, between \$50,000 - \$55,000/yr
- Medical and dental insurance options
- Life and long-term disability insurance
- Generous paid time off
- 401(a) and 403(b) retirement options
- Complimentary Museum of New Mexico Sponsor-level membership  
*Includes membership for two adults, and up to four children under age 18, along with membership in the North American Reciprocal Museum (NARM) Association.*

### **To Apply**

Please e-mail PDFs of your resume and cover letter to [apply@museumfoundation.org](mailto:apply@museumfoundation.org), including "Executive Office Manager" in the subject line of your e-mail. *No phone calls please.*

Applications will be accepted until the position has been filled.

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