



Job Posting: Operations Assistant

Status: Full-time; Hourly

Salary: \$18.00 – \$20.20/hour

Join us in shaping the future of the Museum of New Mexico system.

We are looking for an Operations Assistant to support administrative operations at the Museum of New Mexico Foundation. Under the guidance and supervision of the Director of Operations, the Operations Assistant will ensure accurate and timely data entry, maintain records in our CRM database, issue acknowledgement letters to our members and donors, and support our Finance team as needed. This is an ideal entry role for someone interested in nonprofit operations and administration.

The Museum of New Mexico Foundation supports the Museum of New Mexico system, in collaboration with the Museum of New Mexico Board of Regents and the New Mexico Department of Cultural Affairs. The Foundation's principal activities are fund development for exhibitions and education programs, retail and licensing programs, financial management, advocacy and special initiatives. Since its inception, the Foundation has raised more than \$90 million in total giving from 25,000 donors and more than 15,000 members.

What you'll do

- Process a high volume of data entry for upper-level memberships and donations.
- Support our Membership staff by completing database updates and acknowledgement or card reprints.
- Oversee database adjustments and recordkeeping for monthly reconciliation.
- Distribute checks and purchase orders.
- Provide administrative support during budget preparation.
- Participate in quarterly and annual audits.
- Assist with organization and upkeep of physical and digital financial records, both on site and at offsite storage locations.
- Serve as backup contact for the Database and Digital Project Manager as needed, handling tasks within your skillset.
- Serve as backup to the Executive Assistant/Office Manager as needed, handling mail collection and distribution.
- Work special events periodically, with advance notice.
- Perform other duties as assigned.

What you'll bring

- Data entry experience, preferably high volume
- Reliable and punctual attendance
- An interest in nonprofit administration, business administration, and/or finance
- Willingness to learn new systems and procedures

- A high level of professionalism, including the ability to maintain confidentiality of all financial and other sensitive and private information
- Comfort working in a highly collaborative, small team environment

Required qualifications

- One year of experience in an administrative, finance, or operations role or equivalent, or a two-year degree or higher in a relevant field
- Demonstrated proficiency in Outlook, Word, and Excel
- Demonstrated experience in data entry and/or quality assurance
- Current and valid New Mexico driver's license, or ability to obtain this within 30 days of hire, and ability to travel to offsite events and locations

Why you should join us

Benefits. 14 paid holidays per year, paid birthday leave, and 20 days of PTO per year for the first two years of employment. We offer 403(b) and 401(k) plans, and health, dental, and vision plans. We also provide AD&D insurance and \$50,000 of life insurance at no cost to you.

Museum membership. Our staff receive a complimentary sponsorship level Foundation membership, granting you free unlimited admission to four state museums in Santa Fe as well as seven of the eight historic sites statewide. You will receive invitations to exhibition previews and members-only events, subscriptions to *El Palacio* and *Member News* magazines, and a 25% discount at all MNMF shops.

Mission-driven work. Our role and impact in supporting one of the country's largest state-run museum systems remains vital to the advancement of the art, history and culture of New Mexico and the world. Support the mission of the New Mexico History Museum to tell New Mexico's oldest stories, collect some of its oldest objects, and to preserve other cultural resources that represent the state's centuries-long narrative.

How to apply

Please e-mail PDFs of your resume and cover letter to apply@museumfoundation.org, including "Operations Assistant" in the subject line of your e-mail. No phone calls please.

The Museum of New Mexico Foundation is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, pregnancy, disability, age, veteran status, or other characteristics.