

Executive Assistant for Administration

Reports to: Director and CEO

The Executive Assistant for Administration will provide the highest level of executive support and coordinate the day-to-day operations of the Director and CEO's Office. This person must be a self-starter and take initiative to manage multiple projects and represent the HRM and the Director's Office in a professional and courteous manner. Exceptional written and verbal communication skills are necessary to ensure successful large and small-scale projects.

The position also works closely with the Assistant Director, Development and team, supporting fundraising activities including the Annual Fund campaign, Major Gifts, the Fund for HRM, and the Annual Gala.

Essential Duties and Responsibilities:

- Manage all aspects of day-to-day activities in the Office of the Director and CEO; serve as point person for the Director and CEO's Office, managing all incoming calls and mail.
- Maintain the Director and CEO's calendar and schedule of appointments, including making travel and guest arrangements, as needed.
- Responsible for the coordination of Board of Trustees meetings (confirming attendees, creating board reports, arranging all logistics including technical arrangements and materials, coordinating staff, board, and guest speaker presentations, and taking meticulous minutes).
- Serve as liaison to the departments and representative of the Director's Office, internally and externally.
- Organize Director's meetings, provide meeting materials, take minutes; ensure professional and timely follow up.
- Assist with Director's presentations, preparing PowerPoints and similar documents
- Draft and edit well crafted, polished, and professional correspondence including thank you letters, grant solicitations, annual reports.
- Process and track all incoming gifts and income; generate monthly reports for the Annual Fund and Fund for HRM.

- Manage the donor database and mailing lists, entering all donations and gifts and building reports.
- Provide support to the Director and Assistant Director, Development for the Fund for HRM
- Assist with requests from members of Board of Trustees
- Provide support for the Museum's Annual Gala and assist with other special events
- Assist with preparation and submission of grant proposals, including generating supporting documents
- Support Weekly Staff meeting by preparing agendas; schedule meetings
- Review and compile information for the Museum's professional memberships, including those of the American Alliance of Museums
- Other responsibilities as assigned.

Education, Experience, and Skills:

- Minimum of three years' experience in progressively responsible administrative roles, preferably in arts, cultural, or other nonprofit organizations
- Exceptional judgment, professionalism, and discretion in handling confidential and sensitive situations and matters
- Excellent verbal and written communication and presentation skills
- Self-starter; demonstrated ability to proactively prioritize and manage time, juggle multiple duties and tasks, and meet deadlines
- Tech savvy with strong computer skills, including high degree of knowledge and proficiency in Word, Excel, PowerPoint, Zoom and Google Suite
- Experience in working with donor/member databases
- Accessibility and availability to work, as needed, outside of normal business hours in response to scheduled Board meetings, and availability to participate in occasional evening museum programs and events such as opening receptions or Board-related events
- Ability to maintain a highly professional, positive, and flexible demeanor with rapid and shifting priorities; an ability to be flexible and nimble in mindset
- Proven organizational ability, analytical skills, and excellent attention to detail
- Bachelor's degree in business, arts administration, communications, or related field.

Proof of full COVID-19 vaccination is required.

Benefits:

The Museum provides competitive compensation, and generous benefits and perks for all eligible employees, including:

- The Museum pays 100% of premiums for medical, dental, and life insurance
- 403(b) retirement plan
- Paid time off, including annual leave, sick leave, personal days and Museum holidays
- Flexible spending accounts (pre-tax income for eligible health care expenses)
- Discount for staff in Museum shop
- Access and free admission to numerous museums and cultural institutions
- Standard worker's compensation, short-term and long-term disability and unemployment insurance
- Participation in TransitChek Commuter Benefit program

To Apply:

Send resume and cover letter to employment@hrm.org. Include "Executive Assistant" in the subject line. Please note that applications without a cover letter will not be considered.

Salary Range: \$40–45K

About the Museum

The Hudson River Museum is a preeminent cultural institution in Westchester County and the New York Metropolitan area. Situated on the banks of the Hudson River in Yonkers, New York, the HRM's mission is to engage, inspire, and connect diverse communities through the power of the arts, sciences, and history.

The Museum offers engaging experiences for nearly every age and interest, with an ever-growing collection of American art; dynamic exhibitions that range from notable nineteenth-century paintings to contemporary art installations; Glenview, an 1877 house on the National Register of Historic Places; a state-of-the-art Planetarium; an environmental teaching gallery; and an outdoor Amphitheater. The Museum is dedicated to collecting, preserving, exhibiting, and interpreting these multidisciplinary offerings, which are complemented by an array of public programs that encourage creative expression, collaboration, and artistic and scientific discovery.

HRM provides equal employment opportunities to all employees and applicants for employment without regard to age, creed, actual or perceived race, color, sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, the status of being transgender, national origin, ethnicity, alienage, citizenship status, family status, lawful seizure of income, marital status, disability, military status, veteran status, domestic violence victim status, criminal or arrest record, or predisposing genetic characteristics. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.