

POSITION PROFILE



# Executive Assistant + Board Liaison

The American LGBTQ+ Museum

New York, NY



## About the American LGBTQ+ Museum

While other great institutions and organizations exist to investigate, preserve, and tell their histories, we believe a national LGBTQ+ museum is overdue.

How can LGBTQ+ communities effectively and proudly face the challenges ahead of them without knowing where we have been? How can we control the narrative about who we are, if we don't have a space to share our stories with the wider community and enshrine our position in American society? The Museum will seek to:

- Illuminate LGBTQ+ history as integral to human history
- Preserve artifacts, personal stories, and intangible heritage that are being lost every day
- Educate our communities on the evolving, complex, and sometimes internally contentious narratives of LGBTQ+ history
- Provide a physical space for LGBTQ+ people that fosters individual dignity and unifies across generations and differences
- Support and inspire a new generation of activists to advance social justice

The Museum is committed to making its permanent home in New York City, a choice that has been confirmed by our research. New York was selected because of its cultural context, its historic significance in the LGBTQ+ rights movement, and its popularity as a tourist destination.

For more information about The American LGBTQ+ Museum, please visit the [website](#).

## Vision

The Museum envisions a world in which all people work toward and experience the joy of liberation.

## Mission

The American LGBTQ+ Museum preserves, investigates, and celebrates the dynamic histories and cultures of lesbian, gay, bisexual, transgender, and queer people, as well as those of the emergent and adjacent identities among their communities. Using exhibitions and programs, the Museum seeks to advance LGBTQ+ equality through the lens of social justice movements, including, but not limited to, race, gender, class, immigration, age, and disability.

## Position Summary

The Executive Assistant + Board Liaison serves as the primary point of contact for staff, consultants, board members, and external stakeholders on a wide range of matters pertaining to the Museum and Executive Director.

The Executive Assistant + Board Liaison organizes and coordinates executive outreach and relations efforts and oversees special projects for the Executive Director. They also serve as the staff liaison to the American LGBTQ+ Museum Board of Directors;

The Executive Assistant + Board Liaison works independently on projects from conception to completion and can work under tight deadlines to handle a wide variety of activities and confidential matters with discretion.

## Essential Job Functions

### Executive Support

- Serves a “gatekeeper” and “gateway” role for effective scheduling and Executive Director time management; plans and coordinates the Executive Director’s complex internal and external schedule and manages time-sensitive deadlines
- Assists in managing the Executive Director’s correspondence and deliverables to external actors
- Researches, prioritizes, and follows up on many incoming matters and concerns addressed to the Executive Director; helps determine appropriate courses of action, referral, or response
- Maintains confidentiality and discretion on all topics of a sensitive nature
- Supports basic IT needs of the Executive Director and helps address any subsequent tech issues
- Provides a bridge for smooth communication between the Executive Director’s office and internal departments and programs in ways that consistently maintain credibility, trust, and discretion with senior management, program staff, and others
- Provides leadership to help build relationships with external stakeholders crucial to the success of the organization
- Manages expense reports, tracks and documents expenses for Executive Director.

### Administrative Support

- Serves as the primary liaison to the Museum’s fiscal sponsor, The Fund for the City of New York. Processes paperwork and forms related to the HR and Finance functions of the Fund.
- Serves as a member of the Finance Committee; tracks and reports on budget; provides data as needed.
- Serves as the primary liaison for office management issues and manages office for a staff of five.
- Provides data entry, reporting, and donor acknowledgment support to Development team.
- Supports logistics of fundraising events with Sr. Associate, Development and Executive Director.
- Help with other tasks as needed and as time allows.

### Board Support and Liaison

- Serves as the staff liaison to the American LGBTQ+ Museum Board of Directors for the Executive Director facilitating communications and project management and ensuring members’ needs related to board service are met.
- Manages quarterly American LGBTQ+ Museum Board meetings, including meeting logistics and coordination as well as related travel and accommodations, materials preparation, and related responsibilities.
- Works with board Committee Chair and the Executive Director to schedule Board committee meetings and teleconference calls.
- Assists with preparing materials related to new board member recruitment, nominations, and orientation. This includes:
  - Populating and maintaining a system to track potential board nominees, including researching potential candidates and coordinating outreach
  - Compiling materials for new board member orientation
  - Scheduling and helping to prepare for orientation meetings for new board members

- Drafts official meeting minutes at American LGBTQ+ Museum board meetings, as well as at board committee meetings, and works with senior management and board leadership to finalize minutes.
- Maintains accurate and efficient electronic Board, Board Committee, and Executive Office document filing systems.

## Qualifications

### Experience

Five years' experience working with senior management, C-suite executives, and/or Executive Director (in a nonprofit setting, preferred). We value candidates who can demonstrate capability and articulate how prior experiences will help them to contribute.

### Competencies

- Excellent verbal and written communications skills
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with discretion, tact, professionalism, and diplomacy
- Project management and advanced organizational skills reflecting the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Well-developed problem-solving skills
- Tech-savvy with ability to troubleshoot minor day-to-day tech issues prior to escalating to external support
- Highly skilled in PC usage and Microsoft Office Platform
- High level of proficiency in managing meetings via Zoom and similar platforms
- Knowledgeable in Adobe suite programs such as Photoshop and InDesign.
- Commitment to the vision and mission of the American LGBTQ+ Museum
- Cultural responsiveness and alignment with our values; commitment to equity and inclusion
- Strong relationship-building skills; high ethical standards, discretion, and tact
- Personal qualities of humility and empathy

Black, Indigenous, and People of Color (BIPOC), immigrants, women, Latine, and LGBTQ+ candidates are strongly encouraged to apply. We recognize that it is highly unlikely that an applicant meets 100% of the qualifications for the given role. Therefore, if much of this job description describes you, then you are highly encouraged to apply for this role.

## ADA Notations

- Regular sitting, standing, walking, climbing stairs, balancing, crouching, stooping, and communication (talking/hearing).
- Occasional lifting/moving up to 30 lbs.
- Vision requirements include close vision and ability to adjust focus.
- Noise conditions range from quiet to moderate noise.

## Reporting Relationship

This position reports to the American LGBTQ+ Museum's Executive Director and has no direct reports.

## Compensation + Benefits

This is a full-time, salaried position at \$70,000 - \$75,000 and comes with a generous benefits package.

## Location + Travel

The American LGBTQ+ Museum's offices are currently located at 520 8<sup>th</sup> Avenue, New York, NY 10018

This position may be eligible for a hybrid work schedule with two to three days in the office and two to three work-from-home days.

Some travel is expected, including in-person board meetings, some partnership meetings and museum events.

Workdays are generally Mon-Fri with some evening and weekend hours expected.

## Diversity, Equity, and Inclusion

Equal employment opportunity and having a diverse staff are fundamental principles at the American LGBTQ+ Museum, where employment and promotional opportunities are based upon individual capabilities and qualifications with regard to race, color, religion, gender, pregnancy, sexual orientation/affectional preference, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status, or any other protected characteristic as established under law.

## Submission Instructions

To apply, please email the American LGBTQ+ Museum team at [info@americanlgbtqmuseum.org](mailto:info@americanlgbtqmuseum.org). Inquiries and nominations of qualified candidates may also be sent to this address.

Kindly use the position title as the subject line of your email. All inquiries will be held in confidence.

A cover letter is not required with your initial application but is welcomed to help us understand your fitness for this role during our initial evaluation. Candidates invited for interviews with the American LGBTQ+ Museum team will be asked to provide a thoughtful letter of interest indicating their specific qualifications for the opportunity, desire to join the American LGBTQ+ Museum, and connection to its mission.

Review of applications will begin immediately and continue until the successful candidate has been selected.