

## JOB ANNOUNCEMENT

**Organization:** National Museum of Women in the Arts  
**Position:** Executive Assistant/Chief of Staff (EA/CS)  
**Department:** Administration  
**Reports to:** Director  
**No. of Direct Reports:** One (to be hired in FY24)

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### Position Summary

In preparation for the museum's reopening in late 2023, the Director of the National Museum of Women in the Arts seeks an Executive Assistant/Chief of Staff to join her team during an exciting time of transition. This is an evolving position that supports the Director in all aspects of her work, enabling her to work most effectively with internal and external stakeholders and to fulfill her commitments to the Board of Directors, staff, funders, and constituents.

The position maintains and manages the workload of the Director and ensures all tasks and projects are completed promptly and accurately. This person will work with the Director, trustees, and staff leaders to shape annual institutional planning, short-term and long-term strategic priorities and help communicate these strategies to internal and external stakeholders. The position is trusted with highly sensitive information and will have privileged access to the inner workings of the museum. The person in this position must be discrete, proactive, a direct communicator, and a highly organized project and people manager committed to the vision and values of the National Museum of Women in the Arts. In FY24, it is anticipated that the EA/CS will work with the Director to develop a position description for, and hire, a full-time scheduler to assist in managing the Director's calendar and travel arrangements as well as the scheduling and flow of board meetings. This new position also will help the EA/CS in coordinating other assigned responsibilities in preparation for, during, and after the museum's major building reopening.

### Major Responsibilities

The job duties of this position are fluid and evolving, but generally encompass the following responsibilities:

#### General Office Administration

- Coordinates Director's schedule, makes travel arrangements, and plans occasional small to mid-size cultivation and engagement events.
- Prepares and facilitates critical path meetings. These include face-to-face and virtual meetings and calls with board members, donors, the leadership team, staff and board committees, and other internal and external stakeholders. The EA/CS ensures the Director's time is leveraged effectively, by engaging the right participants, setting the agenda, and seeing that the Director is well prepared.
- Oversees and administers the day-to-day activities of the office and develops policies, procedures, and systems that ensure productive and efficient office operation. When remote,

the EA/CS manages various meeting platforms for the Director, leadership, and department heads.

- Monitors departmental budgets and manages budget related documentation for credit card expenditures, purchase orders, and other departmental invoices and assures that Director executes other finance forms in timely manner.
- Provides routine computer and mobile device technical support and works with Operations to assure all office equipment is in good working order.

### **Communications**

- Provides day-to-day communications support, including written correspondence, assisting with phone calls and inquiries, and screening, analyzing, and handling requests from donors and constituents.
- Proactively identifies issues and supports effective communication by Director. "Lives in" Director's email inbox and elevates issues about which the Director should be aware.
- Represents the Director's position to constituents throughout the Museum. By keeping both the Director and senior leaders informed of issues and initiatives, the EA/CS plays a critical role in the efficient flow of information across the Museum.
- Screens media interviews through the Communications and Marketing Department.
- Drafts communications on behalf of the Director. Works with Communications/Marketing to emulate the director's "voice" in communications including correspondence, event remarks, meeting talking points, and materials for various speaking engagements involving internal and external audiences.
- Coordinates presentation logistics and is liaison for all speaking venues.

### **Strategic Leadership and Project Management**

- Provides support to the Director in problem solving, project planning and management, and in development and execution of stated goals and objectives.
- Serves as Director's liaison to department heads and other staff members and attends meetings on her behalf.
- Facilitates or participates in special Director-initiated projects. While majority of Director initiated projects will find homes among the division leaders and their staffs, others will more appropriately be under the Director's purview or will require a liaison from the Director's Office. Current projects include:
- assist Operations team with implementation of the FY23-24 Re-opening Plan o work with Director and board leaders on developing NMWA Business Plan 2030 o serve on DEAI staff committee
- Serves as liaison to Development and Curatorial departments re: NMWA Director's Circle and Collectors Circle, which includes interfacing with group members, maintaining financial records for trips, organizing annual dinners, arranging for VIP access to national and international art fairs, and other duties.

### **Serves as Liaison to the Board of Trustees**

- Oversees the Board calendar, ensuring that all meetings are scheduled and properly attended, and that all materials are distributed prior to board meeting in a timely manner.
- Collaborates with Director, Board Chair and President to manage agendas, content, and materials for Board and Board committee meetings.
- Coordinates logistics for board meetings (7/yr), including tech requirements for hybrid meetings.
- Takes minutes and works with board chair to prepare final minutes for distribution.

- Responds to requests from members of the Board.
- Maintains and distributes Board directory, calendar and digital Board Portal.

### **Qualifications and Core Competencies**

This is a highly strategic and facilitative role that requires:

- 10+ years relevant work experience, ideally in a nonprofit or cultural organization with an understanding of corporate governance protocols and the overall cultural landscape; some for profit would be helpful
- Self-directed relationship builder, with meticulous organizational planning and project management skills
- Highly-developed communications skills (written/verbal)
- Capacity for intuitive, idea-based planning as well as data-driven implementation and analysis
- A desire to attend museum and industry events, which may include occasional evenings and weekends
- Ability to successfully navigate multiple priorities within a fast-paced environment
- Unquestionable ethics, integrity, trust, and commitment to DEAI
- Emotional intelligence, flexibility, a good sense of humor and a calm demeanor under pressure
- Knowledge of the art world is desirable

If much of this job description describes you, then you are highly encouraged to apply for this role, even if you don't meet 100% of the qualifications. We recognize that it is highly unlikely for an applicant to meet 100% of the qualifications for a given role, and that every candidate brings unique experience and qualifications to a role. We are excited to meet you!

### **Compensation:**

This position is Grade C, according to new pay equity plan. The salary range for this position is \$105,000 to \$135,000 annually and includes a benefits package.

Please submit applications by emailing cover letter and résumé to [HR@nmwa.org](mailto:HR@nmwa.org).

The National Museum of Women in the Arts is an equal opportunity employer. To request reasonable accommodations in the application or hiring process, please notify NMWA's Human Resources department at [HR@nmwa.org](mailto:HR@nmwa.org).

To comply with tax and legal obligations, all candidates must reside in Maryland, DC, or Virginia. While there may be flexibility for remote/hybrid work environments, candidates must be residents of MD, DC, or VA or relocate prior to the start of employment at NMWA. Candidates must be legally eligible to work in the U.S. for NMWA, without visa sponsorship by NMWA.

The National Museum of Women in the Arts ([NMWA](https://www.nmwa.org)) is the first major museum in the world solely dedicated to championing women through the arts. With its collections, exhibitions, programs, and online content, the museum inspires dynamic exchanges about art and ideas; advocates for better representation of women artists; and serves as a vital center for thought leadership, community engagement, and social change.