Job Description
Executive Administrator

Location: San Francisco, CA
Position Status: Full-Time Exempt, $70-80k/year
Department: Administration
Reports To: Executive Director (ED)
Supervises: none
Work Schedule: Monday through Friday generally during business hours; infrequent weekend and evening work required for special events.
Revision Date: July 2023

Job Summary
Reporting to the museum’s Executive Director, the Executive Administrator plays a key role in providing thought partnership and administrative support to the organization. This position supports and partners with the Executive Director, Board of Directors, and Leadership, enabling museum leadership to focus on strategic priorities. With a strong ethical foundation and developed emotional maturity, the Executive Administrator also contributes to Human Resources liaison activities.

Key Responsibilities
Thought Partner and Executive Support (70%)
Serve as a trusted thought partner to the Executive Director, ensuring their preparedness and success in both virtual and physical work environments by managing communications and acting as their primary point of contact.

- Collaborate with the Executive Director to manage their virtual and physical office, including calendar management, organizing and prioritizing emails, and coordinating meetings with attendees.
- Assist in creating materials, notes, and presentations for meetings. Attend meetings, either in person or virtually, and capture and disseminate important information as needed.

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• Lead and execute special projects as required, providing project management support, coordinating deadlines and timelines across departments, and working closely with the Executive Director.
• Monitor and respond to incoming email correspondence and phone calls with discretion and confidentiality.
• Partner with the Director of Operations to ensure office efficiency and streamline administrative tasks and responsibilities.
• Develop a deep understanding of the organization's objectives and departmental priorities to effectively filter and prioritize incoming information and work requests.

**Strategic Human Resources Support (5%)**
Act as a trusted HR partner to all employees, collaborating with the HR Consultant to ensure smooth operations across all HR functions, including compensation, benefits, performance management, training, and development.

**Board Liaison (10%)**
Bridge communication and serve as a liaison between the Board of Directors, their committees, employees, and other relevant stakeholders.

• Organize and prepare board meetings, including the creation of agendas, minutes, and supplementary documents.
• Advise and guide board members based on current by-laws and policies, ensuring compliance.
• Facilitate the management of board members' bios, term limits, and archives, while maintaining orientation and off-boarding materials.
• Attend board meetings, record minutes, and publish records in collaboration with the Board Secretary.
• Review and summarize reports and documents, creating necessary documents and spreadsheets, and maintaining internal databases.

**Special Projects and Thought Partnership (20%)**
Collaborate closely with the Executive Director and other stakeholders to identify and undertake special projects that align with the organization's strategic objectives. Leverage your expertise, insights, and innovative thinking to contribute thoughtfully to the museum's growth and success.

• Proactively identify areas for improvement, conduct research, and propose strategic initiatives that drive innovation and enhance operational effectiveness.
• Lead cross-functional project teams, working closely with stakeholders from different departments to ensure successful project execution and timely completion.
• Provide analytical support, gather and analyze data, and present findings to inform decision-making processes and drive actionable insights.
• Offer valuable perspectives and recommendations on process improvements, resource allocation, and strategic opportunities.
• Facilitate communication and collaboration between teams, serving as a thought partner and encouraging a culture of creativity, collaboration, and continuous improvement.

Other Duties as Assigned. This job description is not intended to be all-inclusive. The employee may be expected to perform other related duties to meet the ongoing needs of the organization, including providing thought partnership and contributing to various projects that align with their skills and interests.

Required Education, Experience, and Skills
• Minimum of two years’ experience in executive administration roles supporting C-level or director-level positions, or other relevant experience, such as in Human Resources or office administration.
• Advanced proficiency in the entire Microsoft Suite (Word, PowerPoint, Excel, and Outlook).
• Strong technology skills or understanding, able to effectively navigate databases, cloud systems, and perform in-depth internet searches.
• Exceptional organizational and communication skills, including a mature writing ability and professional phone manners.
• Outstanding interpersonal skills with a demonstrated ability to work diplomatically with others and a strong commitment to fostering teamwork.
• Experience in prioritizing and leading complex projects.

Strong candidates may also bring some of the following:
• Proven track record of managing multiple inboxes and effectively handling high volumes of communication.
• In-depth knowledge of non-profit organizations, museums, or small organizations (under 20 employees).
• Proficiency in event planning and execution.
• Experience working with CRMs, Blackbaud products, or Altru.

Desired Personal Attributes
• Highly organized, self-motivated, and proactive with a strong "can-do" attitude. This role requires exceptional multitasking and a creative problem-solving mindset.
• Exemplary emotional maturity, displaying resilience and adaptability in the face of competing demands.
• Demonstrated ability to handle confidential information with utmost discretion and maintain a high level of customer/client service and responsiveness.
• Exceptional decision-making skills, adept at prioritizing tasks and meticulous attention to detail.
• Proven ability to thrive in a fast-paced environment, consistently achieving high-performance goals and meeting deadlines.
• Forward-thinking and innovative, continuously seeking opportunities to improve systems and propose strategic solutions.

Physical Requirements
• Ability to effectively communicate via phone and email.
• Extended periods of computer work, requiring proficiency in digital collaboration tools.
• Occasional standing and walking, with the ability to lift, carry, bend at the waist, kneel, crouch, and reach when necessary.

To Apply
• To apply please submit a cover letter and résumé to jobs@moadsf.org with the subject: Executive Administrator
• All inquiries will be considered and kept confidential. Please, no phone calls about this position.

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In accordance with SFUSD policy, all MoAD employees providing in-person services at MoAD and partner school sites are required to be fully vaccinated against COVID-19; or if they cannot receive the COVID-19 vaccine due to disability or a sincerely held religious belief will instead show proof of a negative COVID19 test administered within 72-hours of the first entrance upon a District school site or facility and every week thereafter.

Diversity makes us stronger. MoAD is committed to diversity in its programming and creating an inclusive work culture and environment that is reflective of the San Francisco Bay Area. We are an Equal Opportunity Employer, and all qualified applicants will receive consideration for employment without regard to race, color, ethnicity, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law. Pursuant to
the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.