

EXECUTIVE ASSISTANT

Position Summary

Boscobel House and Gardens, located in Garrison, NY, is the steward of an extraordinary 112-acre site, restored Neoclassical mansion, and important decorative arts collection. Boscobel embodies the Hudson Valley's ongoing, dynamic exchange between design, history, and nature; and engages growing, diverse audiences in that conversation. Staff and trustees are engaged in an exciting process of reimagining Boscobel as everyone's home on the Hudson and exploring exciting opportunities to expand future programming. These efforts require major increases in trustee involvement, donor support, and operational efficiency. Boscobel seeks an Executive Assistant to play a key role on the Administrative team responsible for achieving these goals. The Executive Assistant is a full-time position reporting to the Executive Director (ED).

Responsibilities

Administrative Operations

- Maintain and update ED calendar and general office calendar
- Assist with ED correspondence, travel arrangements, reimbursement requests, etc.
- Receive guests, field incoming calls and emails
- Update and distribute all-staff policies, lists, memos etc.
- Maintain office files
- Order office supplies
- Manage office services such as phone system, mailing services, coordinate IT support

Fundraising/Donor relations

- Assist ED and Development Manager with fundraising appeals and acknowledgements
- Coordinate logistics and prepare materials for prospect/donor meetings
- Assist with compiling information for appeals, acknowledgements, applications, and reports
- Provide support at fundraising events and other programs
- Track philanthropic opportunities, prospect research

Governance

- Plan, prepare materials, and provide day-of support for trustee and staff meetings
- Regularly update trustees about upcoming opportunities, deadlines, etc.
- Record and maintain board minutes and other records

Qualifications

- Bachelor's degree or equivalent
- Strong computer proficiency including MS Office and database platforms
- Excellent time management skills, ability to multi-task
- Exceptional communication skills via phone, mail, email, and in person
- Eagerness to learn, collaborate, and work as part of a team
- Availability to work evenings and weekends when needed

- Familiarity with fundraising databases preferred experience/interest in development field preferred

Salary and Benefits for qualified applicants

- Salary range: \$32k-\$36k/year
- Medical, dental, and life insurance
- 401k retirement plan
- Paid time off, including annual vacation, sick leave, personal days and Museum holidays
- Discount for staff in Museum shop
- Access and free admission to numerous museums and cultural institutions

To apply, send your cover letter and resume to Director of Finance and Human Resources Diane Gocha at [dgocha at boscobel dot org](mailto:dgocha@boscobel.org).

Boscobel is committed to diversifying its audience and workforce. Veterans and candidates of any gender, ethnicity, race, religion, and cultural background are encouraged to apply.