

LESLIE – LOHMAN MUSEUM OF ART

The Leslie-Lohman Museum of Art provides a platform for artistic exploration through multifaceted queer perspectives. We embrace the power of the arts to inspire, explore, and foster understanding of the rich diversity of LGBTQIA+ experiences.

EXECUTIVE ASSISTANT & DEVELOPMENT LIAISON

Employment Type: At-will

Reports to: Executive Director

Employment Status: Full-Time, non-exempt position

Salary Range: \$45,000 - \$50,000 / year

ABOUT LLMA

The Leslie-Lohman Museum of Art provides a platform for artistic exploration through multi-faceted LGBTQIA+ perspectives – serving as a home for queer art, artists, scholars, activists, and allies, and a catalyst for discourse on art and queerness. We embrace the power of the arts to inspire, explore, and foster understanding of the rich diversity of LGBTQIA+ experiences. Through annual exhibitions, public programs, educational initiatives, artist fellowships, and a journal, LLMA forefronts the interrelationship of art and social justice for LGBTQIA+ communities in NYC and beyond. Our collection includes over 25,000 objects spanning three centuries of queer art.

LLMA was born in the spirit of liberation, amongst widespread battles for civil rights. Our co-founders put on their first exhibition of gay artists in 1969 in their SoHo loft; a radical and dangerous act when sharing this work publicly was still illegal. In 1987, during the AIDS pandemic, and in the face of political vilification, the institution became the first-ever nonprofit with “gay” in its name. In 2016, Leslie-Lohman became an accredited museum. This formal change helped us move from a foundation centered around gay, white, cis-male community to becoming an inclusive home for LGBTQIA+ art, artists, and community. LLMA is at a critical inflection point in our story and poised for significant growth. While the hallmarks that informed LLMA’s beginnings—creativity, inclusion, and activism—continue to serve as guideposts for the future, the new leadership is intent on amplifying our legacy through radical thought-leadership and support of fresh artist-led activities. Our aim is to center inspiring queer narratives, celebrate humanity, and forefront dignity during this complex time of sociopolitical evolution.

JOB SUMMARY

The Executive Assistant & Development Liaison for the Leslie-Lohman Museum of Art will provide critical support to the Executive Director (ED), working in an energetic, forward-thinking queer art museum. This position organizes and executes a broad

range of tasks for the ED and the organization as a whole, with particular emphasis on development and fundraising. You will liaise with a variety of internal and external stakeholders, often serving as the first point of contact or key follow up contact. Discretion, organization, and time-management are key to the success of this position. You will need to strategically manage the ED's time, and support all ED activities whether they be internal, development related, or external to ensure that the Executive Director is prepared for success. You will play a key role in ensuring the efficiency of the ED's office. In addition, as Development Liaison you will work closely with the Director of External Affairs to streamline a variety of efforts in support of fundraising and development. The Executive Assistant & Development Liaison will be a quick study, a fast thinker, a strong writer, a self-starter, and a problem-solver who thrives in a dynamic environment and is always thinking ahead. You will enjoy high levels of responsibility and access, serving as a sounding board to the leader you support and those who work closely with them.

RESPONSIBILITIES INCLUDE:

ADMINISTRATIVE AND LOGISTICAL SUPPORT:

- Timely, robust calendar oversight and schedule management including travel arrangements and daily prioritizing of the most sensitive matters
- Support all level of ED's prospect moves management
- Draft and circulate agendas for meetings; high level note taking and minute keeping including 'action items' and 'follow-up to-do's'
- Ensure donor and prospect records are kept current in database
- Produce successful, well-organized Board meetings and Board committee meetings
- Help plan and produce fundraising events and public events related to cultivation and stewardship of donors as needed
- Maintain comprehensive and accurate records including performing minor accounting duties such as credit card reconciliations, reimbursements, and check requests

WRITING, RESEARCH, AND DESIGN:

- Writing and editing emails, drafting memos, and preparing communications such as Board updates on the ED's behalf
- Support the drafting of ED public remarks and press quotes
- Research and prepare drafts of ED presentations
- Support creation of Development decks
- Support creation of Development proposals
- Final proof reading of newsletters

INTERPERSONAL ENGAGEMENT:

- Liaise with the Museum Board, donors, and members to support Executive Director and Director of External Affairs in cultivating and stewarding relationships
- Support the work of the ED through close collaboration with the Director of External Affairs on Development and Marketing initiatives
- Strategic collaboration with all Museum staff, in particular the Leadership Team, to support the success of the ED
- Provide key support to Board committees

THE IDEAL CANDIDATE WILL POSSESS:

- Bachelor's Degree
- Minimum of 2-3 years experience with demonstrated success of serving as a high-level assistant
- Highly organized and detailed with strong project management skills: ability to multi-task simultaneous projects and timelines, operate against objectives, execute tasks, and meet deadlines; ability to organize your daily workload by time-sensitive priorities
- Excellent communication skills – both written and verbal; valuing thoughtful and empathic interpersonal engagement with particular sensitivity to LGBTQIA+ communities as well as the ability to connect with a wide variety of communities
- Mature ability to manage relationships with confidentiality, discretion, and diplomacy; experience working with high-level donors and leaders; experience working collaboratively with a variety of different colleagues and partners
- Strong proficiency in Microsoft Office (Word, Excel, PowerPoint) and Google Workspace (Docs, Sheets, Forms) including basic graphic design skills
- Some experience in special events and production support
- Proficiency working in database systems and reporting out
- Enjoyment in playing an active role in a creative, fast-paced team valuing patience, grace, and the ability to laugh together
- Passion for the Leslie-Lohman Museum of Art's mission and vision

This is a hybrid work position with some remote work and approximately 3-4 days weekly required in the office with some work obligations during nights and weekends.

The Leslie-Lohman Museum is an equal opportunity employer. All applicants will be considered for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, or any other status protected by the laws or regulations in the locations where we operate. The Leslie-Lohman Museum will not tolerate discrimination or harassment based on any of these characteristics. The Leslie-Lohman Museum encourages applicants of all ages.

The Leslie-Lohman Museum strives to provide a welcoming environment to all visitors and applicants. We are located at 26 Wooster Street, New York, NY 10013 (between

Grand Street & Canal Street). External steps lead to our entrance doors; a wheelchair lift is available. All galleries are wheelchair-accessible, and a single-occupancy accessible restroom is located behind the visitor services desk; all restrooms are gender-neutral.

Please send a resume along with a cover letter addressing both your interest in LLMA and your qualifications for this position to jobs3@leslielohman.org. All attachments should be in PDF format.