



TMA TROUT MUSEUM OF ART
DEVELOPMENT AND FINANCE EXECUTIVE ASSISTANT
JOB DESCRIPTION

Position: Development and Finance Executive Assistant

Location: Trout Museum of Art, 325 E College Ave, Appleton, WI

Employment Type: Full-Time, In-Person

Reports To: Executive Director

INTRODUCTION

The Trout Museum of Art (TMA) employs a talented Development and Finance Executive Assistant during an exciting period of momentum and growth. We are in the process of building a state-of-the-art museum that serves as a vibrant center of connection, where people come together to experience the power of art.

The mission of the Trout Museum of Art (TMA) is to inspire and connect all people through creativity and the visual arts using our exhibitions, educational programs, and community engagement events.

POSITION SUMMARY

The Development and Finance Executive Assistant is an in-person, full-time position strategically created to help realize the museum's mission, vision, and strategic plan by providing comprehensive administrative support to the Development and Finance teams, playing a vital role in advancing the museum's mission through effective fundraising and financial management.

Working closely with the staff, Executive Director, and outside accounting firm, the development and finance executive assistant's primary responsibilities are to provide administrative assistance to the Development and Finance teams, interact with the TMA Board of Directors and major donors, and contribute to the financial and operational health of the organization.

PRIMARY RESPONSIBILITIES

- **Executive Director and Administrative Support:**
 - Assist the Executive Director, Development and Finance teams with administrative tasks, including managing calendars, scheduling meetings, and handling correspondence.
 - Prepare, proofread, and edit documents, reports, and presentations related to board, fundraising and financial activities.
 - Maintain and organize records, invoices, and databases.

- **Fundraising and Development Support:**
 - Support fundraising campaigns and donor engagement activities and events.
 - Assist in the preparation and submission of grant proposals and reports.
 - Coordinate donor communications and stewardship activities.
- **Finance Support:**
 - Assist in the preparation and monitoring of invoices, budgets, and financial reports.
 - Handle expense reports, reimbursements, and other financial documentation.
 - Support financial audits and ensure compliance with financial policies and procedures.
- **Project Management:**
 - Coordinate and manage development and finance projects, ensuring timelines and goals are met.
 - Collaborate with various departments and external stakeholders to facilitate project completion.
- **Communication:**
 - Draft, proofread, and edit correspondence, reports, and presentations.
 - Serve as a point of contact for internal and external communications related to fundraising and finance.
 - Facilitate communication between the Development and Finance teams and other staff members.
 - Create a positive image of TMA with members and visitors.
- **Organizational Support:**
 - Maintain confidentiality of sensitive information.
 - Organize and coordinate fundraising events, meetings, and conferences.
 - Handle travel arrangements and expense reports for team members.
- **Technology and Systems:**
 - Utilize MS Office Suite (Word, Excel, PowerPoint, Outlook) and other software tools for administrative tasks.
 - Manage CRM and Bill systems to track and report on development and finance activities.
 - Design basic presentations and visual materials for internal and external use.

REQUIRED QUALIFICATIONS

Successful candidates for this position must exhibit:

- Strong organizational and project management skills with the ability to handle multiple tasks simultaneously
- Creative thinking and problem-solving abilities.
- Strong time management skills
- A strong sense of personal accountability and responsibility for actions and performance
- Tactfulness and discretion with confidential and privileged information
- Strong interpersonal skills with the ability to build and maintain relationships.
- Excellent writing and communication skills.
- Proven project management skills with the ability to manage multiple tasks and priorities.
- Exceptional organizational skills with attention to detail.
- High level of professionalism

Required Event and Work Experience:

- Bachelor's degree in Business Administration, Finance, Communications, Arts Administration, or related field preferred.
- Minimum of 1 year of experience in an administrative or executive assistant role, preferably in a non-profit, fundraising, or finance environment.

Physical Requirements:

- Lift and move tables, chairs, supplies, and small equipment on occasion
- Setting up event-related components on occasion

ESSENTIAL JOB FUNCTIONS

- Excellent skills in Microsoft Office applications
- Ability to learn basic presentation design skills
- Ability to learn Blackbaud's Altru database system
- Ability to learn WordPress to make easy website updates related to event programs
- Ability to sit or stand for extended periods during special events
- Ability to work flexible hours, including evenings and weekends, as required.
- Ability to read, write, and speak English proficiently
- Love of the visual arts

SALARY AND BENEFITS

The TMA offers a competitive salary and bonus opportunity, benefits, disability, and a generous flextime policy. The starting salary for this position is commensurate with experience and art museum standards.

ADDITIONAL REQUIREMENTS AND INFORMATION

Background Check: Employment is conditional upon a yearly background check, completing abuse training, and signing our Student Abuse Policy and Procedures.

How to Apply: Interested candidates should submit a resume and cover letter detailing their qualifications and experience to Jobs@TroutMuseumArt.org by September 1, 2024.

Equal Opportunity Employer: The Trout Museum of Art is an equal opportunity employer and values diversity. All employment is decided based on qualifications, merit, and business needs.