

Summary

Role: Office Administrator

Hiring Organization: Samuel H. Kress Foundation

Website: www.kressfoundation.org

Location: New York, New York

Status: Full time position

The Opportunity

The Office Administrator (OA) is an integral member of the very small staff at the Kress Foundation. Having independent oversight of the Foundation's facilities and providing administrative support for its programs, the OA works with all members of the staff to ensure smooth and efficient operations at the Foundation. S/he will exercise exceptional judgement in decision-making, be willing and prepared to take initiative where appropriate, and possess excellent oral and written communication skills. While the primary work of the OA will be internally-focused, it is expected s/he will be or become interested in and familiar with the history, mission and programs of the Foundation. This position reports to the Deputy Director.

The Responsibilities

Office and Facilities

The Kress Foundation owns a four-story townhouse which includes the offices of the Foundation as well as three other arts-related nonprofit organizations. The OA oversees all building systems and security and acts as the first point of contact for facilities matters for all building occupants. The OA's responsibilities include: managing relationships with building vendors (cleaning service, information technology, facilities, garden) including inspections, invoicing and scheduling; overseeing the general well-being and appearance of the building with frequent walk-throughs of property, and scheduling maintenance and general repairs as needed; ordering supplies for the office, wet bar and housekeeping service; setting up for internal meetings (whenever they resume), including arranging food and beverage services and setting up audio/visual equipment.

Communications

The OA will be responsible for making updates to the Foundation's website, publishing content on Kress' social media channels, and fielding emails/calls sent to Kress' general accounts. Additionally, the OA will respond to requests for Kress-related images and other archival materials and develop the annual report and mailing list.

Grants Management Support

The OA will support the Program Administrator and the grants management process as needed, including but not limited to generating reports and updating contacts; conducting annual outreach to Kress fellowship locations and art history departments as requested; communicating with technical support for grants management system (Fluxx) updates and outages; and monitoring both program-related and trouble-shooting inquiries from applicants.

General Support

The OA may be enlisted to help with light administrative duties of the President and Deputy Director, including: scheduling meetings of the Board of Trustees and sub-committees; preparing meeting materials and presentations; sort and distribute mail; and other organizational projects as required.

The Qualifications

The OA position requires a bright, highly-motivated, well-organized, and detail-oriented individual with a bachelor's degree or equivalent and at least 5 years of related work experience.

Facilities management experience and work experience in a foundation, academic, or nonprofit setting are desirable but not required.

Candidates must have strong administrative, organizational and written communication skills; the role requires an excellent sense of judgment, maturity and discretion. The position requires strong interpersonal skills, with the ability to interact and communicate effectively with diverse audiences and personalities and with a high degree of tact and sensitivity.

Computer skills must include a high level of proficiency in common document production and information management applications, including Microsoft Outlook, Word, and Excel.

Knowledge of (or an ability and interest in developing proficiency in) Adobe programs (including Photoshop and In-Design), the grants management platform (Fluxx), and the website content management system (Kentico).

The Foundation

The Kress Foundation, a private philanthropy founded in 1929, devotes its resources to advancing the study, conversation and enjoyment of the vast heritage of European art, architecture and archaeology from antiquity to the early 19th century. Kress serves the field of art history as practiced in American art museums and institutions of higher education, and in an array of research centers and libraries throughout the world. Kress makes grants in defined program areas and offer professional development fellowships for historians of art and architecture, art conservators, art museum curators and educators, and art librarians.

Work in the time of COVID-19

While the Kress Foundation team is currently working remotely, the OA will be required to be at the foundation office on East 80th Street at least one day per week for scheduled service until the foundation reopens. Working with the Deputy Director, the OA will be an essential member of the COVID-19 safety planning and reopening team.

Salary and Benefits

Annual Salary: \$58,000 - \$63,000 commensurate with experience.

Benefits: A generous benefits package includes health insurance coverage, wellness and dental stipends, retirement savings plan, including employer contributions; holidays and paid-time-off.

The Kress Foundation is an equal opportunity employer.

Application

Please submit a cover letter and resume to oa@kressfoundation.org

Applications must be received by Friday, April 23, 2021.