Executive Team Administrator

The Museum of Food and Drink is seeking an individual to assist our executive team with administrative support around all aspects of their work as MOFAD prepares to move into a new home and have a physical presence in NYC once again. Duties will include (but are not limited to) data entry, CRM management, and fundraising support. As one crucial part in a small staff, you will play an integral role in helping MOFAD function.

RESPONSIBILITIES

● Research and assist with funding and grant opportunities and applications
● Support President with donor outreach and fulfillment
● Assist our accountants with monthly invoicing and bill reconciliation
● Represent MOFAD and respond to those inquiring about MOFAD by phone, email, or walk-in visits during the week
● Manage MOFAD’s Salesforce database, entering and updating records as needed
● Manage and restock office and museum supplies
● Help manage MOFAD’s facilities vendors
● Assist President and Board of Trustees with scheduling meetings
● Assist Curator with scheduling and planning around exhibition set up
● Assist museum department heads on an ad hoc basis
● Be a team player and do whatever it takes to help run the museum!

QUALIFICATIONS

You must:

● Be totally sold on the MOFAD mission and love what we do!
● Have strong interpersonal, collaborative, written communication, and customer service skills
● Have experience using a CRM database and accounting software
● Be an excellent project manager who can prioritize and manage time effectively while simultaneously handling multiple tasks
● Have proficiency in Google Suite and Microsoft Office
● Be excited to learn any systems or programs you aren’t already familiar with

Preferred:

● Experience in Salesforce and/or Veevart
● Fluency in food culture, history, science, production, and/or policy
**SALARY RANGE and WFH POLICY**

This position is a full-time salaried position with benefits and paid vacation. Health insurance may not be available through our payroll vendor, but healthcare reimbursement may be discussed.

Salary range is $44,000 - $48,000 annually commensurate with experience.

Position is expected to be in-office once we open our space. While there is flexibility to work from home 1 to 2 days a week, WFH preferences must be approved by President. As a cultural institution open to the public, we prefer to have a live presence at our museum space or another workspace in order to help support the MOFAD team as needed.

**HOW TO APPLY**

Think you’re ready to help us build a New York institution for the ages? Submit one PDF with the following to jobs@mofad.org

- Cover letter
- Resume
- Two references

Please put “Executive Administrator” in the subject line of the email. We will be in touch if we think you might be a good fit.

**About MOFAD**

The Museum of Food and Drink (MOFAD) is New York City’s first museum with exhibits you can taste, touch, and smell. We believe in the power of using food and drink to create community and inspire curiosity about ourselves, each other, and the world around us. MOFAD is an educational 501(c)(3) nonprofit.

Since 2013, we have produced numerous acclaimed exhibitions, including BOOM! The Puffing Gun and the Rise of Cereal, Flavor: Making It and Faking It, Chow: Making the Chinese American Restaurant, and African/American: Making the Nation’s Table, the country’s first major exhibition to celebrate African American contributions to American cuisine.

We are proud to have reached hundreds of thousands of people with our experiential exhibitions, programming, digital content, and educational outreach. As we plan to move to a new space in DUMBO, Brooklyn, MOFAD seeks to grow our staff to prepare for our new home and having a physical presence once more in NYC.

Learn more at mofad.org.