

MATTATUCK MUSEUM

Job Title: Administrative Coordinator

REPORTS TO: Director of Development and Executive Director

FLSA STATUS: Non-Exempt

SALARY: \$42,000-\$47,000 commensurate with applicable experience.

The Mattatuck Museum is a vibrant institution dedicated to engaging its community by interpreting the history of the greater Waterbury region and showcasing American art from the colonial period to the present. We achieve this through dynamic exhibitions, programs, and nationally significant collections, offering a rich array of cultural experiences for all ages, including art classes, concerts, lectures, tours, workshops, and community events.

We are seeking a highly organized, proactive, and detail-oriented **Administrative Coordinator** to provide essential support to both the Executive Director and the Director of Development. This role is ideal for a candidate with high energy, excellent interpersonal skills, and a willingness to contribute to a wide range of activities, from daily operations to special projects and fundraising initiatives.

The Museum offers a full benefits package including vacation, holidays, health/dental insurance, and 403(b) plan, as well as support for professional development to qualified employees.

Position Summary

The Administrative Coordinator provides comprehensive administrative support to the Director of Development and the Executive Director, playing a crucial role in the smooth operation of both offices. This position is responsible for managing administrative aspects of fundraising activities, donor database management, preparing gift acknowledgment letters, supporting the Executive Director in daily tasks, assisting with Board relations, and contributing to general office management.

Key Duties and Responsibilities

Support to the Executive Director & Board

- Provide direct administrative support to the Executive Director (correspondence, travel arrangements, appointments, etc.).
- Provide administrative support to the Board President as needed.
- Assist the Executive Director and Board President in preparing for Board and committee meetings, including distributing announcements, materials, and minutes.
- Coordinate meeting logistics, including room setup and catering.
- Track Board meeting attendance.

- Attend meetings and take minutes.
- Collect and compile reports, motions, and other materials for meetings.

Development Office Support

- Serve as the primary administrative support and database manager for development activities.
- Basic gift data entry and batch processing.
- Process donations, prepare acknowledgment letters, and manage other donor correspondence.
- Generate monthly fundraising reports and other database reports as needed.
- Continually update and maintain accurate donor records in the database.
- Assist with the coordination, production, and mailing of the annual corporate campaign, membership renewals, and annual appeal letters.
- Support all aspects of coordinating fundraising events, including maintaining guest lists, preparing registration materials, disseminating information and invitations, tracking income, and acknowledging gifts.
- Provide administrative support for fundraising efforts of senior staff, board members, and committees as directed.

Office Management & General Administration

- Assist with office management duties, including daily mail sorting and delivery, arranging parcel shipping, and working with Director of Finance to research and order approved office supplies and other purchases.
- Coordinate office equipment management and repair needs (copiers, computers, phones, etc.).
- Arrange for flowers/gifts as requested.
- Proofread documents for all departments as needed.
- Respond to donation requests (e.g., nonprofit auctions).

Visitor Services

- Provide coverage for the front desk during daily lunch and breaks.
- Assist with ticketing and shop sales as needed.
- Assist with rental inquiries and tours as requested.

Skills and Experience

- Bachelor's or Associate's degree with relevant prior work experience is preferred.

- Proficiency in Microsoft Word, Excel, PowerPoint, and Outlook is required.
- Experience with nonprofit database management is essential.
- Excellent verbal and written communication skills with strong interpersonal abilities.
- Demonstrated strong organizational skills and the ability to prioritize and manage multiple tasks effectively under pressure and meet deadlines.
- Proven accuracy and attention to detail.
- Ability to work independently and as part of a team.
- Capability to handle confidential donor and constituency information with sensitivity and integrity.
- An outgoing personality with previous development or museum experience is preferred.
- Enjoys working with the public, meeting new people, and partnering with volunteers.

Personal Attributes

- Detail oriented
- Team player
- Able to manage multiple tasks and shifting priorities in a fast-paced work environment
- Personable with ability to offer excellent customer service

Physical Demands: The duties of this job include sitting, standing, bent over, kneeling, and lifting or moving objects up to 20 lbs.; climbing stairs, and walking over varied terrain, repeated adjustments to varied lighting conditions, some museum spaces are not climate controlled and vary daily in temperature.

TO APPLY:

Please send a Resume and Cover Letter detailing your experience, qualifications, and interest in the position to Nicole Espeut, Finance Director, Nicole@mattmuseum.org. Priority will be given to candidates who apply before Friday, August 22. Position open until filled. Documents should be sent as attachments using Microsoft Word or PDF format. No phone calls please. Only those selected for an interview will be contacted. The Mattatuck Museum is an Equal Opportunity Employer. As such, we are interested in candidates who are committed to high standards of scholarship, performance, and professionalism, as well as to the development of a climate that supports equality and diversity.