

THE GRACIE MANSION CONSERVANCY (GMC)

Job Opening

Position: Program Manager (PM) of a 501 c 3 charitable organization based in New York City

Reports to: Executive Director

Status: Full-time

Start Date: ASAP

The Job

Since its funding in 1981, The GMC functions as the nonprofit partner with the City of New York and in particular its Department of Cultural Affairs, Department of Parks and Recreation, and Landmarks Preservation Commission in preserving, curating, improving, interpreting, and developing resources for Gracie Mansion as The People's House and home to New York City mayors since 1942.

GMC is seeking a top performing, highly motivated Programs Manager reporting to the ED to perform a range of administrative functions and engage in special projects to maximize the timely effectiveness of the ED and the exhibits and programs undertaken by the Conservancy with the backing of a board of directors, advisory board, and the current residents. The PM will play an integral role in executing day-to-day operations in a high-pressure, newsworthy environment. The PM will also play a role in marketing and communications, event planning, board support, and cross-organizational initiatives with peer non-profits in the education and cultural public service space.

This role requires outstanding professionalism and discretion, organization and attention to detail, energy and initiative, the ability to deftly multi-task and a willingness to work on a wide variety of projects and tasks. The PM will have access to the ED's network of people across corporate, non-profit and public sectors, exposure to the full array of functions in the organization and the responsibility of working every day for the public GMC serves.

The Organization

Founded in 1981 by Mayor Edward I. Koch and its charter Board Chair, Joan K. Davidson, The Gracie Mansion Conservancy is a private not-for-profit corporation established to preserve, maintain, enhance, and enliven Gracie Mansion - one of the oldest surviving wood structures in Manhattan and home to the sitting mayors of New York City and their families since 1942, when the LaGuardia's arrived as the first official residents.

Its mission is to serve as the Mansion's curator, interpreter, and programmer and in turn to secure the charitable resources required to implement these intertwined tasks. While the City of New York through the Department of Parks and Recreation is responsible for day-to-day operations and the capital infrastructure of the Mansion, the Conservancy raises partnership funds to restore and decorate the historic interior and provide public access via tours, programs, and diverse media platforms. The goal is not only to illustrate the rich history of New York, but also to press this context of continuity into service in helping to shape the City's dynamic future.

Responsibilities

Administrative Support for the ED and direct program management

- Own daily coordination, support, and organization of the Executive Director.
- Assist as required with answering phones and responding to requests via email.
- Manage the briefings and correspondence process to prepare the ED for internal and external meetings
- Manage the volunteer staffing, marketing and weekly public tour coordination

- Prepare briefing sheets, benchmarks, and help supervise meetings, special GMC programs and special events held at Gracie Mansion by the Mayor's Office of Special Projects and Community Events (MOSPCE), press appearances, etc.
- Maintain and ready access to GMC computer databases and program folders
- Assist with a consulting accountant and annual audit team in financial transactions and recording
- Coordinate, plan and execute an annual fund-raising gala held at the residence including marketing, direct solicitations, acknowledgment, and event management with MOSPCE and other consultants
- Provide analytical assistance to the ED, including quantitative and qualitative data that produces accurate and well thought out recommendations
- Responsible for projects and expected to manage the projects to completion
- Assist the ED with development outreach with the identification and solicitation of general operational and programmatic support including grant writing and direct appeals

External Relations

- Support the development and graphic design standards of a variety of external communications on behalf of the ED including letters, mailings and proposals
- Serve as a liaison between ED and a variety of external constituent groups including public visitors and program participants
- Support the ED and organization in relevant marketing or initiatives
- Work in partnership with the ED to support the organization's active communications campaigns, coordinating as dictated by City Hall, social media opportunities and print and broadcast journalists
- Complete the launch, maintenance, and enhancement of a new GMC web site with IT background as webmaster

Qualifications

The successful candidate will possess the following assets and attributes:

- Educational requirements: Bachelor's degree/Graduate studies taken into consideration
- Minimum of three years' experience in a fast-paced, high-standards environment
- Ability to anticipate needs of the ED and GMC programming
- Commitment to GMC mission and to the public service educational sector
- Superior organizational skills and detail-orientation
- Strong customer-service and hospitality orientation
- Ability to juggle multiple projects and drive toward deadlines
- Oral and written communication skills
- Maturity, professionalism and poise and excellent judgment including discernment about those aspects of daily activity irrelevant or personally privileged to the residents
- Comfort in team-oriented environment based on open and continual communication and information sharing
- Open to feedback and professional development
- Capable of "managing up" to ensure deadlines are met
- Integrity; respect for confidential information
- Proficiency with Microsoft Word, Excel, PowerPoint, Outlook
- Basic computer processing skills, including Microsoft Office and Internet; HTML and Design experience a plus.
- Available to work events in evenings as needed
- Ability to work, share ideas and respect others in multicultural environment
- Knowledge of existing social media platforms and trends
- Experience using social media to promote an organization or cause

Salary

Commensurate with experience, plus medical benefits, vacation package

How to Apply

Send resume and cover letter, including salary requirements and available start date to

pgunther@cityhall.nyc.gov