



## **John Simon Guggenheim Memorial Foundation Executive Assistant Position Description**

Created in 1925 by Senator Simon and Olga Guggenheim in memory of their son John Simon Guggenheim, the John Simon Guggenheim Memorial Foundation offers Fellowships to exceptional artists, writers, scholars, and scientists in pursuit of scholarship in any field of knowledge and creation in any art form under the freest possible conditions. Fellowships are awarded through an annual competition open to citizens and permanent residents of the United States and Canada. Since its establishment, the Foundation has granted nearly \$400 million in Fellowships to over 18,000 artists, scientists, and scholars, among whom are more than 125 Nobel laureates, members of all the national academies, winners of the Pulitzer Prize, Fields Medal, Turing Award, Bancroft Prize, National Book Award, and other internationally recognized honors.

The Foundation is seeking an Executive Assistant to support the Guggenheim Foundation's President and the annual Fellowship Competition. Reporting to the President, you will provide administrative support to the President. You will also facilitate the work of the advisers and the Committee of Selection for the annual Fellowship competition.

You will be expected to work primarily on-site Mondays through Fridays from 9:00 AM to 5:00 PM, with occasional extra hours. You will be paid \$50,000 - \$65,000 annually, commensurate with skills and experience.

### **Responsibilities & Duties**

- Provide administrative support to the President
- Draft routine and special correspondence for the President's signature
- Prepare own correspondence for matters not requiring the President's direct response
- Prepare and organize briefing papers and other background material for the President's meetings and travel
- Serve as liaison between the President and senior foundation officers
- Develop, organize, and implement special projects at the request of the President
- Assist in the selection of advisers for the Foundation's annual fellowship competition
- Maintain files on current advisers, as well as those who have served in the past and those who have been identified as potential advisers for future competitions
- Track the advisers' work throughout the competition and follow up with individual advisers, when needed, to ensure that reports are received in a timely manner

- Coordinate the bi-weekly mailings of applications and advisers' reports to the Committee of Selection throughout the competition
- Assist in the preparation and mailing of the annual fund-raising letter to all Fellows
- Receive, record, and process contributions from Fellows and non-Fellows
- Prepare for in-person meetings, such as for the competition juries, including scheduling, sending reminders, and organizing catering
- Prepare acknowledgment letters for the President's signature
- Maintain annual list of contributors for the Foundation's Annual Report
- Review and update the Foundation's listing in various publications
- Other duties as assigned

### **Necessary Qualifications**

- One or more years of direct experience in executive assistance or administrative role
- Excellent oral and written communication skills
- Ability to maintain the confidentiality of privileged information
- Excellent time management skills

### **Preferred Qualifications**

- One or more years of direct experience in the arts or higher education
- An undergraduate degree
- Interest in the arts, humanities, sciences, social sciences, and/or scholarship

To apply, please send a resume to [search@gf.org](mailto:search@gf.org)

The John Simon Guggenheim Memorial Foundation is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, age, sex, pregnancy (including childbirth or related medical conditions), sexual orientation, gender identity or expression, disability, genetic information, military or veteran status, citizenship, or any other characteristic protected by applicable federal, state, or local law.

Applications will be accepted from March 9 until March 23, 2022.

Candidates who advance to second and third round interviews will be compensated for their time with a small stipend.