



Chief of Staff & Strategy

The Museum of the City of New York fosters understanding of the distinctive nature of urban life in the world's most influential metropolis. It engages visitors by celebrating, documenting, and interpreting the city's past, present, and future. Founded in 1923, the Museum of the City of New York (MCNY) showcases the city's unique stories and cultural treasures. The country's first and largest city museum, MCNY presents immersive exhibitions and programs at the intersection of history, popular culture, and art to 200,000 people annually, including 30,000 students and educators. Through immersive exhibitions and programs, MCNY fosters shared identity, civic pride and engagement, and social cohesion for New Yorkers.

MCNY is launching a series of transformative initiatives to increase access to its exhibitions and collections; grow visitorship and educational outreach; and better serve its iconic city. The **Chief of Staff & Strategy** is a dynamic and strategic leader of the Executive team that will be responsible for leading special projects, including strategic planning and new business initiatives; facilitate coordination and communication across departments; ensure alignment of institutional goals across departments; and represent the Museum as a member of its leadership team. This is a full-time, regular position that reports directly to the President.

Roles and Responsibilities:

- **Strategic Planning:** Lead strategic planning initiatives and oversee consulting relationships. Analyze operations and business development opportunities; provide research to inform the strategy, investment, and budgeting; and lead implementation. Monitor progress towards goals and budgets. Create and provide updates for the Board of Trustees and management team.
- **Project Management:** Lead matrix teams to launch real estate, capital, technology, business, and other initiatives that require cross-departmental collaboration. Evaluate projects for mission alignment and feasibility. Identify, select, and steward partners; develop timelines and budgets; and see projects through to completion. Flexibly respond to new opportunities as they arise in a timely manner.
- **Stakeholder Engagement:** Oversee Board of Trustees relations as well as staff the Executive, Nominating, Real Estate, and Governance Committees. Prepare materials and presentations for the Board and funders. Foster relationships with Board Members, donors, staff, and community partners. Represent the Museum in meetings and public engagements as needed.

- **Government Relations:** Act as the primary liaison for the City of New York and Cultural Institutions Group of the City. Represent MCNY at City of New York meetings and events, interface with City officials, and oversee projects connected with City initiatives and agencies. In partnership with programs, education, development, and curatorial teams, identify and execute opportunities to partner with City agencies. Work closely with MCNY lobbyists to connect with City and State elected officials and their staffs. Oversee reporting to the New York City Department of Cultural Affairs, including data compilation and messaging.
- **Cross-Departmental Communication & Initiatives:** Coordinate cross-departmental collaboration. Identify tools and technologies to improve workflow. Consider opportunities to bring staff members from different departments together to create solutions.
- **Staff Engagement:** Oversee staff meetings and presentations. Lead culture-building activities for the institution and act as executive team liaison to the Museum's DEAI Committee.
- **Mission:** Effectively communicate the Museum's mission and programming in writing and speaking. Prepare remarks and presentations for the CEO and Board Chair. Gain fluency in the Museum's content, exhibitions, and collections, and become an expert on the importance of MCNY and city museums broadly. Create pitch decks and brand materials for the board and partners.
- Perform other duties as needed

Preferred qualifications include:

- Bachelor's degree. A Master's degree in a related field, such as business administration, public administration, museum management, or communications, is preferred.
- Minimum of 10 years of experience in for-profit or non-profit strategy, with a proven track record of implementation of operations and execution of strategy. Experience in a cultural institution or adjacent for-profit strategy position preferred.
- Ability to bridge non-profit and for-profit audiences while bringing a commercial and professional mindset.
- Proven experience in leading organizational change and transformation, with the ability to inspire and guide teams through periods of transition and growth.
- Strong leadership and management skills, with the ability to motivate and inspire a team. Proven experience in building and maintaining relationships with internal team, board members, and other stakeholders.
- Proven ability to develop and implement strategic initiatives that align with the museum's mission and goals. Demonstrates a forward-thinking approach to drive the museum's growth and community impact.
- Experience in managing and optimizing museum operations, including budgeting, staffing, and program development. Skilled in using data-driven decision-making to enhance visitor experience and operational efficiency.
- Exceptional analytical skills with the ability to assess complex situations, identify

opportunities, and develop strategic solutions that drive long-term success and sustainability.

- A collaborative and inclusive leadership style, with the ability to work effectively with diverse stakeholders and foster a culture of philanthropy throughout the organization.
- Creativity and interest in developing activities and events for donors that spark passion for and interest in our city and MCNY.
- Genuine passion for the arts and culture sector, with a deep understanding of the role museums play in society. Familiarity with the cultural landscape and an appreciation and affiliation for New York City is a plus.
- A commitment to diversity, equity, and inclusion and a passion for advancing equity and addressing structural racism within nonprofit organizations.
- Be a well-organized person with a strong attention to detail.
- Demonstrate initiative, resourcefulness, and a creative approach to problem-solving.
- Thrive in a culturally diverse setting.
- Display a high level of support for colleagues and build professional and respectful relationships with others; a team-oriented management style.
- Embody adaptability and flexibility with excellent time management skills.

Physical Requirements & Work Environment

This role requires being stationary for at least 50% of the time and navigating office and museum environments. Proficiency in operating office equipment and occasionally lifting up to 25 pounds is essential, along with significant wrist, hand, and finger movements. Strong visual acuity (close, distance, color, and peripheral vision) is necessary for tasks like data analysis and computer use. Occasional outdoor work and travel within the five boroughs may be required. On occasion, the employee may be required to work outside events with weather conditions including heat and cold. May require travel to offsite locations throughout the five boroughs.

BENEFITS

The annual salary for this position is \$175,000+. Excellent benefits package, including a defined benefit pension plan as well as a 401K savings plan. The position offers a competitive benefits package including medical, dental, vision, FSA, HSA, life insurance, 401K and pension plan, short and long-term disability, critical illness, accident insurance, legal services and pet insurance, and Employee Assistance Program. The Museum has a generous paid time off policy including vacation, 12 sick days, and 12 holidays per year. Your employment relationship with the Museum qualifies you for free or discounted admissions to other participating cultural institutions.

HOW TO APPLY

Please email your resume and cover letter to Anne Donnelly at contact@montarosa.com.

The Museum of the City of New York is committed to fostering a collaborative and respectful work environment with a staff as diverse as New York City and the audiences who are curious about learning more about its history and engaging in contemporary urban issues. Our staff members are dedicated to working towards a common goal: creating the most dynamic and inspiring city museum in the world.

The Museum of the City of New York is an equal opportunity employer. As such, the museum provides equal employment opportunity for all employees and applicants without unlawful discrimination with respect to age, citizenship status, color, creed, disability, ethnicity, gender identification or expression, marital status, military status or veteran, national origin, political association, political/personal convictions, predisposing genetic characteristics, race (including traits historically associated with race, such as hair texture and style), religion (including attire, clothing or facial hair worn in accordance with religious requirements), sex (including pregnancy, childbirth or related medical conditions and transgender status), sexual orientation, socio-economic status, geographic location, philosophies, or any other classification protected by federal, state or local laws, in all employment decisions, including but not limited to recruitment, hiring, training, compensation, promotion, demotion, transfer, lay-off, and termination, and all other terms and conditions of employment. The Museum complies with applicable state and local law governing nondiscrimination in employment which prohibits discrimination and harassment against any employees, applicants for employment or interns, as well as contractors, subcontractors, vendors, consultants, other individuals providing services in the workplace or their employees in every location in which the Museum has facilities.