



EXECUTIVE COORDINATOR

Reports to: Chief Executive Officer
Classification: Exempt. Full-time. Full MCC benefits.
Salary: \$65,000 - \$80,000
Location: Based in De Pere, WI (not eligible for remote work)

ABOUT THE MULVA CULTURAL CENTER

When it opens in fall 2023, the \$95 million, 75,000 sq. ft Mulva Cultural Center, located in De Pere, Wis., will be a world-class cultural destination, showcasing the finest traveling exhibits in the world along with unique features including a state-of-the-art theater, educational classrooms, an expansive gift shop, an upscale but casual-feel dining restaurant, event space and more. Guests will experience a culturally creative and diverse environment for education, enlightenment, contemplation, and enjoyment.

MULVA CULTURAL CENTER MISSION

The Mulva Cultural Center is the vision of James J. and Miriam B. Mulva, De Pere natives whose immense generosity will provide world-class cultural experiences for generations to come. The Mulva's envision the center to be a catalyst for community investment and an anchor for De Pere's ongoing vitality.

FINANCING & OPERATIONS

The design, construction and ongoing operations of the Mulva Cultural Center is managed by the De Pere Cultural Foundation (Mulva Cultural Center) Board of Directors. The project and ongoing operations are being financed by personal donations from the Mulva's or through grants from the Mulva Family Foundation.

INTRODUCTION / ABOUT THE MCC EXECUTIVE COORDINATOR POSITION

The Executive Coordinator's primary role at the MCC is to support MCC leadership, performing a variety of routine to complex administrative, clerical and office duties. The Executive Coordinator also provides oversight and guidance on projects of high importance, supporting business functions and operations.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Being the point of welcome for those entering executive offices at the Center.
- Overseeing day-to-day administrative needs of the leadership team including preparation of agendas, correspondence, reports and other documents as requested, maintaining a high level of confidentiality.
- Assisting with organizing meetings and managing leadership team calendars.
- Ensuring office and meeting spaces are prepared for upcoming meetings; includes logistical preparation for conference calls and video calls.
- Overseeing the maintenance of office equipment and maintaining office supplies.
- With direction from leadership, manages special projects including research, preparing analysis and recommending actions on various issues.
- Participating as needed in various MCC projects, initiatives, and events.
- Performing other duties as assigned.

REQUIREMENTS

The ideal candidate will possess the following qualifications:

- Bachelor's degree in business administration preferred.
- A minimum of 10+ years of overall professional experience, with a minimum of five years administrative and project management experience.
- A team player with strong communication (verbal and written) and interpersonal skills. Ability to build strong relationships across the organizational levels.
- Sound organization skills and attention to detail, adept at prioritizing multiple tasks and meeting deadlines. Proactive and flexible.
- Ability to effectively solve problems on a day-to-day basis with little direction or oversight. Strong operational focus.
- Strong cultural competence and appreciation for working with diverse teams and for an organization committee to diversity, equity, and inclusion.
- Ability to act with integrity, professionalism, and confidentiality.
- Proficient with Microsoft Office Suite or related software.
- Must be able to work on-site in De Pere, WI

Physical Requirements

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.
- Must be able to access and navigate each department at the organization's facilities.

EQUITY, DIVERSITY AND INCLUSION POLICY

The Mulva Cultural Center fosters equity, celebrates diversity and supports inclusion. We acknowledge that diverse backgrounds and voices of visitors, volunteers, trustees, staff and residents represented in our communities make us strong and better equipped to make positive impacts locally, nationally and internationally.

EOE

The Mulva Cultural Center is committed to building a culturally diverse staff and is an Equal Opportunity Employer. The MCC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression or any other characteristics protected by federal, state or local laws.

TO APPLY

Please send your resume and cover letter to mvanasten@mulvacenter.org

Learn more about the Center by visiting www.MulvaCulturalCenter.com

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