



# Rockefeller Brothers Fund

Philanthropy for an Interdependent World

## Employment Announcement: Office Coordinator/Receptionist

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### About the Fund

Founded in 1940, the Rockefeller Brothers Fund (RBF) advances social change that contributes to a more just, sustainable, and peaceful world. The RBF's grantmaking is organized around three themes: Democratic Practice, Peacebuilding, and Sustainable Development. Though the Fund pursues its three program interests in a variety of geographic contexts, it has identified several specific locations on which to concentrate cross-programmatic attention. The Fund refers to these as "RBF pivotal places": subnational areas, nation-states, or cross-border regions that have special importance with regard to the Fund's substantive concerns and whose future will have disproportionate significance for the future of a surrounding region, an ecosystem, or the world. The Fund currently works in two pivotal places: China and the Western Balkans. The Charles E. Culpeper Arts & Culture program, focused on New York, nurtures a vibrant and inclusive arts community in the Fund's home city.

Through its grantmaking, the Fund supports efforts to expand knowledge, clarify values and critical choices, nurture creative expression, and shape public policy. The Fund's programs are intended to develop leaders, strengthen institutions, engage citizens, build community, and foster partnerships that include government, business, and civil society. Respect for cultural diversity and ecological integrity pervades the Fund's activities.

### Position Summary

The Rockefeller Brothers Fund seeks an Office Coordinator/Receptionist to support the functions of the Operations department. S/he will assist with the smooth and efficient operations of the RBF office, including managing all aspects of reception, meetings, and café services. S/he is responsible for maintaining the café and pantry inventory, and the coordination and organization of food and beverage setup for meetings and events. S/he supervises temporary cafeteria staff on an as-needed basis.

The Office Coordinator/Receptionist performs receptionist duties and supports the affiliated entities and organizations at the RBF's 475 Riverside Drive offices. S/he maintains a professional and welcoming atmosphere at the RBF offices and performs all other duties assigned by the Operations Manager.

### Key Responsibilities

#### Receptionist Duties

- Prepare for operations by inspecting and attending to tidiness of the café and other public areas.
- Answer, screen, and direct calls as necessary, and attend to the general voicemail inbox.
- Welcome and announce guests; maintain the visitors' log and inform staff of the arrival of guests and deliveries. Ensure availability of refreshments for staff and guests.

- Monitor the office security feed; respond to emergencies as appropriate based on protocols in place.
- Process requests for messenger services and car vouchers.
- Ensure appropriate literature is available at the front desk area, e.g. RBF brochures, daily newspapers, etc.

### Meeting and Café Services

- Ensure conference rooms are maintained in an orderly manner for meetings and events.
- Organize communal lunches on behalf of Human Resources department, partnering with Wellness Committee as needed, and alert staff when lunch is served.
- Place catering orders on behalf of staff, as needed.
- Order snacks, food, and beverages for meetings and events.
- Keep café equipped by monitoring supplies and replenishing.
- Function as a contact for building staff in the absence of Operations Manager.
- Fill in for Operations department colleagues, as needed.
- Manage assigned invoice payments, monitor and track receipts from meetings and vendors. Prepare receipts for approval by Operations Manager.

### Office Administrative and Workplace Safety Duties

- Support Operations Manager and Director of Human Resources with all office safety and security initiatives, e.g. safety and security equipment functioning properly, using safety and security equipment to ensure protection of staff, guests, and facility.
- Participate in the building's and RBF's periodic emergency security trainings. Attend to the safety and security of the office by confirming only authorized persons are in the office. Maintain the stock of first aid supplies.
- Oversee engagement of all assigned temporary staff required for Operations department.
- Maintain 475 Riverside Drive office phone directory on the River, and distribute as needed
- Manage Operations team page on the River, including drafting and posting announcements on the River, as needed.
- Manage and organize Operations department's Box shared folder.

*The incumbent performs all other duties assigned by the Operations Manager.*

### Qualifications

- Excellent written, verbal, analytical and organizational skills.
- Exceptionally strong interpersonal skills, including the ability to be consistently diplomatic, tactful, and professional, and to interact effectively with all levels of staff, trustees, and external parties. Ability to be hospitable and courteous under routine and extreme circumstances.
- Ability to manage multiple tasks and projects with flexibility and detail orientation. Able to prioritize, work under pressure, and meet short deadlines from the various departments being supported.
- Strong knowledge of and ability to use computer technology to efficiently accomplish work, using e-mail, the internet, database management software, and Microsoft Office programs, including Word, Excel, PowerPoint, Outlook, Angus System, and SharePoint.

- Ability to operate independently, set goals, and be disciplined in achieving them with minimal supervision.
- Ability to attend to moving, lifting, pushing, pulling heavy items, as needed.
- Office maintenance and housekeeping abilities –knowledge of ‘green’ office practices and products.
- Expertise in office safety and security protocols.

Additionally, each employee is expected to:

- Understand and support the philanthropic mission of the RBF.
- Respect and value those who partner with or request assistance from the RBF.
- Manage the resources of the RBF in a manner that maximizes the funds available for charitable activity.
- Appreciate the value of diversity initiatives and equal opportunity in all work relationships.
- Respect the contribution of each employee of the RBF and support colleagues in fulfilling their individual responsibilities.
- Appreciate differences in perspectives and point of view and work collaboratively with colleagues toward shared goals and objectives.
- Commit time to RBF activities and conversations that strengthen the Fund’s culture and improve its effectiveness.

### **Education & Experience**

- Associate degree with two years of receptionist, catering, and/or office service experience; or high school diploma with four years of equivalent work experience.
- Nonprofit experience, preferred.

### **Application Process**

The Rockefeller Brothers Fund is an equal opportunity employer and invites applications from candidates regardless of race, gender, national origin, sexual orientation, age, disability or religion. We offer a salary commensurate with qualifications and experience, a generous benefits package, and a pleasant work environment.

To apply, please send a letter explaining your interest in the position and qualifications along with a resume to [recruiting@rbf.org](mailto:recruiting@rbf.org). Include *Office Coordinator/Receptionist* on the subject line of your email. No telephone or fax inquiries please. Application deadline is **August 3, 2018**.

**Rockefeller Brothers Fund**  
**Attn: Human Resources – Office Coordinator/Receptionist**  
**475 Riverside Drive, Suite 900**  
**New York, NY 10115**

For additional information please visit our website at [www.rbf.org](http://www.rbf.org).