



**Rockefeller  
Brothers Fund**

Philanthropy for an Interdependent World

## **Employment Announcement: Administrative Assistant, Pocantico Center**

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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 regarding 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.

### **About The Pocantico Center**

In addition to overseeing the stewardship of the historic buildings, collections and gardens, The Pocantico Center is a venue for conferences and meetings on critical issues related to the mission of the RBF. It also serves as a community resource and offers public access through a visitation program, lectures, and cultural events, as well as support to artists and arts organizations in the greater New York City area. Located 20 miles north of Manhattan in the Pocantico Historic Area, The Pocantico Center is managed by the Rockefeller Brothers Fund as part of its agreement with the National Trust for Historic Preservation.

### **Position Summary**

The Rockefeller Brothers Fund seeks an Administrative Assistant to provide general administrative and clerical support to the Executive Director, Pocantico Center, and the Director, Conferences and Administration. The incumbent will perform administrative tasks such as: filing; scheduling events and meetings; responding to general inquiries; administrative research assignments; drafting correspondence, as needed; and other logistical support responsibilities.

## Key Responsibilities

### Administrative Support for the Executive Director, Pocantico Center

- Organize, set-up, and maintain electronic and physical files.
- Draft, proofread, and/or edit materials such as email, memos, presentations, etc.
- Schedule and organize in-person meetings and conference calls.
- Handle emails, faxes, and photocopying tasks.
- Take notes at meetings, as necessary.
- Assist with ad hoc projects, including attending to periodic research requests along with other general administrative support.
- Maintain assigned monthly reports.
- Maintain and log contract and certificate of insurance documents.
- Partner with the Executive Director, act as RBF liaison with Historic Hudson Valley (HHV), which runs public tours of Kykuit, the Rockefeller estate, and maintain regular dialogue with the HHV Kykuit team to build and maintain a stronger working partnership.

### Support for the Director, Conferences and Administration

- Manage and dispense office and conference center supplies, including scheduling service for The Pocantico Center's office equipment.
- Maintain The Pocantico Center's kitchen inventory.
- Manage emergency preparedness supplies and update inventory as necessary.
- Maintain conference database, as necessary.
- Manage, disperse, and reconcile petty cash transactions.
- Manage monthly corporate credit card report.
- Process weekly invoices and prepare supporting memos.
- Provide general support services and assistance to other staff when time permits, as assigned by the Executive Director and the Director, Conferences and Administration.

*The incumbent will perform all other duties assigned by the Executive Director, Pocantico Center and the Director, Conferences and Administration.*

## Qualifications

- Excellent organizational and file management skills.
- Advanced written (including grammar and syntax) and verbal skills.
- Ability to work independently, manage multiple tasks simultaneously, be flexible, detail-oriented, and able to handle multiple priorities.
- Strong interpersonal skills, including the ability to be consistently diplomatic, tactful, and professional, and to interact effectively with all levels of staff, guests, and other external parties.
- Sound judgment and discretion when working with sensitive and confidential information.
- Administrative and general office skills. Particularly, strong knowledge of, and ability to use various applications to efficiently accomplish work. Some of the computer-based work will include corresponding primarily on email, performing internet research, and using Microsoft Office programs, including Word, Excel, PowerPoint, and Outlook. Knowledge of graphic and web-based platforms like Canva and Mailchimp is a plus.

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**

- Bachelors degree with a minimum of two years of administrative work experience, or associates degree with a minimum of five years of administrative work experience.
- Executive-level administrative support experience preferred.
- Foundation and/or general 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 [vacancy@rbf.org](mailto:vacancy@rbf.org). Include 'Administrative Assistant, Pocantico Center' on the subject line of your email. **No telephone or fax inquiries please.** Application deadline is **September 6, 2019.**

**Rockefeller Brothers Fund  
Attn: Human Resources – Administrative Assistant, Pocantico Center  
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New York, NY 10115**

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