



Rockefeller Brothers Fund

Philanthropy for an Interdependent World

EMPLOYMENT ANNOUNCEMENT FOR OPERATIONS ASSISTANT

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: Southern 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. These six programs reflect board and staff assessment of the challenges facing today's increasingly interdependent world on which strategic philanthropy and the Fund's accumulated grantmaking experience can have a meaningful impact.

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 assistant for its Operations department. Reporting to the operations manager, the assistant is responsible for supporting smooth and efficient operations at RBF 475 Riverside Drive offices. S/he assists with audiovisual setup in conference rooms, event setup and cleanup, provides general maintenance of office copiers and printers, maintains supplies in mailrooms, and coordinates with vendors. S/he supports the Operations department by providing receptionist and support in the office café.

The assistant is responsible for maintaining professional decorum for the RBF offices, and attends to general office maintenance for all the other entities at the 475 RBF office space including Rockefeller Family Fund, David Rockefeller Fund, Pluribus, and V. Kann Rasmussen Foundation. The assistant backstops the operations coordinator, and is available to provide clerical support to other departments of the RBF.

KEY RESPONSIBILITIES

Mailroom and Office Supplies Duties

- Inspect the office space daily to ensure that equipment, furniture, fixtures, etc. are in optimum functioning condition; attend to items that require repair or replacement, this may include printers, copiers, shredders, and the postage machine.
- Upload repair requests on Interchurch Angus System, schedule repairs, and oversee the work of service technicians.
- Sort and process mail and overnight packages for all entities at the RBF offices; take occasional trips to the post office; collect and sort Interchurch Center mail.
- Order, distribute, and monitor inventory of office supplies for the RBF and its affiliates.

- Monitor and track invoices and receipts for mailroom, phone lines, and office supplies. Prepare invoice payments and rebills for manager approval.
- Maintain current vendor relationships, files, and contacts. Assist in vendor and product research.

Reception, Conference Rooms, and Café Duties

- Provide backup for the operations coordinator for all receptionist duties.
- Ensure fresh coffee is available to staff and guests.
- Setup and cleanup conference rooms, as needed. Setup audiovisual conferencing equipment, web conferencing portals, and laptop connections, as requested.
- Perform walk-throughs daily to inspect tidiness of office and replenish necessary supplies, as appropriate.
- Fill-in for colleagues in Operations department.

Administrative, Workplace Safety, and Other Duties

- Maintain the RBF's mobile devices including liaising with providers, monitoring charges, keeping log of loaned devices, and preparing, as needed, them for international travel.
- Coordinate phone service with provider. Ensure all conference bridges are operable, troubleshooting, as necessary.
- Support operations manager and director of human resources with all office safety and security initiatives.
- Regularly inspect and ensure all emergency bags ('to-go bags') have all required safety content.
- Ensure the RBF's wellness equipment are well-maintained and all staff adhere to usage protocols.
- Maintain shared storage room in organized form; ensure that all entities are adhering to required protocols.
- Maintain in Box the Operations department electronic files, documents, and draft/post announcements on the River, the RBF's intranet site.
- Assist the staff and other departments with clerical support including filing as needed.
- Assist with small repairs and run errands when needed.

The incumbent performs all other duties assigned by the operations manager.

QUALIFICATIONS

- Strong solution-focused customer service orientation.
- Efficient verbal and written communication skills.
- Ability to exercise independent judgment and to work under deadlines with changing priorities.
- Knowledge of usage and maintenance of office equipment e.g. fax, copiers, printers, audiovisual equipment, etc. Experience with Pitney Bowes postage machine and processing of mail, including postal rates, bulk mail, parcel post, books, international mail, special delivery, and certified mailing procedures.
- Excellent organizational and interpersonal skills.
- Proficiency in relevant software applications, including MS Office (Word, Excel, Outlook, etc.), ability to effectively use the Internet, and aptitude in developing competency in the use of applicable institutional software such as Box, SharePoint, Angus System, etc.
- Demonstrated ability to work independently, as well as in teams, while managing multiple projects simultaneously.
- Ability to attend to moving, lifting, pushing, pulling heavy items.
- Office maintenance and housekeeping abilities –knowledge of 'green' office practices and products.
- Experience 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 AND KNOWLEDGE

- Associate degree with two years' related work experience; or high school diploma with four years of equivalent work experience.

SUPERVISORY RESPONSIBILITIES

- Occasional oversight of office temporary staff.

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 jobs@rbf.org. Include 'Operations Assistant' on the subject line of your email. No telephone or fax inquiries please. Application deadline is **September 22, 2017**.

Rockefeller Brothers Fund
Attn: Human Resources – Operations Assistant
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New York, NY 10115

For additional information please visit our website at www.rbf.org.