

## **THE FOUNDATION**

The Miami Foundation provides civic leadership, bringing stakeholders together to tackle issues of concern in our community. Working together, the Foundation, its Fundholders and community partners leverage collective knowledge, creativity and resources for a greater impact than any one of them could make alone.

By connecting philanthropy with community needs and opportunities, the Foundation makes Miami a greater place to live, work and play.

## **POSITION DESCRIPTION**

The Receptionist will serve as the Foundation's receptionist and provide administrative support to the Finance and Admin Departments, as well as other departments when needed. S/he will provide excellent customer service while maintaining discretion and confidentiality.

This position reports to the Manager of Human Resources.

## **PRIMARY ACCOUNTABILITIES:**

- Professionally answer main telephone line, screen and direct calls. Monitor main line voice messages.
- Meet and greet visitors as they arrive; advise appropriate staff member.
- Receive and distribute deliveries, incoming USPS mail, posting and delivery of outgoing mail daily. Log in-person incoming and outgoing checks. Assist with courier requests and correspondence.
- Prepare and deposit all cash receipts and record all deposits and transfers between accounts in Raiser's Edge on a daily basis. Maintain originals according to checking account and date. Compare cash log with deposit slips and verify that all receipts were deposited.
- Scan and file documents for the Finance department, including expense reports, invoices, incoming contribution checks, weekly payment backup and weekly revenue backup.
- Maintain inventory of office and kitchen supplies by checking stock to determine inventory levels, anticipating needed supplies, placing and expediting orders for supplies, and verifying receipt of supplies weekly. Place special orders as needed.
- Process monthly public transportation pass and parking orders.
- Assist with collection of PTO requests and monthly absence reports.
- Update all internal contact lists, including staff telephone extensions, birthdays and work anniversaries. Distribute as necessary.
- Monitor and maintain office equipment, e.g., copier, scanner and postage machine.
- Manage phone system, including adding new lines, updating staff directory, special features and requests. Program phones for special greetings, including holidays or non-business hour greetings.
- Manage outgoing quarterly fund statements to The Miami Foundation's fundholders. Merge, print, organize, scan and mail fund statements.
- Serve as backup for acknowledgment letters and for updating and maintaining constituent records in Raiser's Edge database.
- Serve as backup for logging all incoming contributions into an Excel spreadsheet on a daily basis.

- Assist with Foundation events, including managing RSVP lists, attending events, providing registration support and assisting with events as necessary.
- Other duties as assigned.

## **POSITION REQUIREMENTS**

### **Experience, Abilities & Skills**

- Bachelor's degree preferred with a minimum of two years of experience in an area related to office administrative support.
- Professional demeanor and excellent customer service abilities required.
- Excellent skills in the areas of organization, attention to detail, time management, ability to manage multiple tasks, define and set priorities and problem solve.
- Ability to take initiative with projects to work both independently and as a team member.
- Excellent verbal and written communication skills.
- Proficiency in Microsoft Office (Outlook, Word, Excel). Knowledge of Blackbaud non-profit software (Raiser's Edge, Financial Edge and NetCommunity) a plus.

This list of essential responsibilities and requirements is not intended to be exhaustive. The Miami Foundation reserves the right to revise this job description as needed to comply with actual job requirements.

To apply, please send your resume to Debbie La Rocca at [dlarocca@miamifoundation.org](mailto:dlarocca@miamifoundation.org).

- The Miami Foundation is an Equal Opportunity Employer. EOE M/F/D/V.