JOB TITLE: Administrative Assistant/Receptionist

Kind of Work
Semi-independent office work which involves a variety of moderately difficult and specialized activities. Work requires considerable accuracy, ability to keep strict confidentiality, and responsibility in performing general support activities.

Specific Tasks
- Provide quality customer service to any individual inquiring about NMF services.
- Greet visitors and notify appropriate staff.
- Answer telephone and refer callers to appropriate staff.
- Maintains Outlook calendaring system.
- Responds to requests for assistance and information from the public.
- Provide clerical and administrative support for the planning and implementation of Development and Communication activities such as direct mailings, print publications, donor relations, special events, planned and major gift proposals and social media/website management.
- Accurately process gifts received by the Foundation, including gifts to component funds, gift entry and generating receipt letters when needed.
- Accurately process component fund grants which includes data entry and generating grant letters when needed.
- Compile and mail out appropriate material, including a cover letter, which is approved by Communications Manager.
- Manage all mail with available administrative staff. Open and distribute incoming mail, prepare outgoing mail, bulk mailings, news releases and distribute mail.
- Follow proper procedures in place to ensure mailed donations are recorded properly.
- Manage daily deposits (checks and cash).
- Assist with NMF Conference Center by directing patrons about following procedures in place.
- Fill printers with paper, and monitor paper supply. Ensure staff/guest bathrooms are fully stocked.
- Responsible for the cleanliness of lunchroom and watering plants.
- Assist with conferences and workshops, including registrations for the training program.
- Maintain the database for the mailing lists, and provide data to other staff as requested.
- Maintain the databases and provide data to other staff as requested.
- Maintain the databases and files supporting information on training participants and provide data to other staff as requested.

General Tasks
- Conduct general office duties: typing letters and reports.
- Provide clerical support to all staff, copy and package informational materials.
- Perform other duties as required to assure a smoothly functioning office.

Training and Experience Required
- Associate Degree (A.A.) from two-year college or technical school.
- Two years of related experience, including Microsoft Office Suite.

Knowledge, Skills and Abilities Desired
- Considerable knowledge of office principles, practices, procedures and equipment.
- Considerable knowledge of business English, spelling and basic math.
- Considerable knowledge of computer procedures and operations.
- Ability to communicate clearly and effectively – good telephone voice.
- Organizational skills with an ability to focus on details.
- Ability to function in a team relationship.