

Our mission is to lead, serve and collaborate to mobilize enduring philanthropy for a better Arizona.



Job Description

TITLE:	Receptionist
STATUS:	Full Time – Non - Exempt
REPORTS TO:	Office Manager
BUSINESS UNIT:	Financial Services
DATE:	February, 2018

Nature of Work

This position performs the duties of receptionist, directing incoming calls and greeting visitors to the Foundation between the hours of 8:30 a.m. and 5:00 p.m. This position is part of the administrative team which provides support to all departments of the Foundation.

Essential Job Functions

- Receives and directs all telephone calls. Records and delivers messages.
- Greets visitors in a professional and friendly manner.
- New fund set up.
- Screens calls to the President & CEO in the absence of the Executive Assistant.
- Maintains scheduling of ACF meeting rooms in the absence of the Event Coordinator.
- Updates, and places service calls for, phone system as needed.
- Maintains board and committee rosters.
- Assists with mailings.
- Accurate production of donor acknowledgment letters.

Non-Essential Job Functions

- Be available to backup any uncovered office function.

Knowledge or Skills

To successfully perform the essential functions of this position, a professional appearance and the knowledge of proper phone etiquette are necessary. Knowledge of basic VOIP telephone administration/programming a plus. Excellent communication and customer service skills are a must as well as Microsoft Office proficiency.

Education Requirements

Associates degree, or equivalent of 2 years' experience in an office environment.

Other Requirements

This position functions in an office environment. The ability to interact with visitors and coworkers in a pleasant and professional manner is a priority.

Major Accountabilities

- Conduct oneself among colleagues, donors, volunteers and visitors/callers to the Foundation with the highest level of integrity, professionalism, courtesy and respect.
- Opening of the office promptly at 8:30 to provide the best service to the Foundation customers.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform other job-related tasks other than or in addition to those specifically presented in this description.

ACF is an Equal Employment Opportunity Employer and does not discriminate against a job applicant or an employee because of the person's race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information. ACF does not discriminate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

Please send your cover letter and resume to acfhr@azfoundation.org