



**Virginia G. Piper Charitable Trust
Receptionist/Administrative Assistant
Job Description**

A private independent foundation, Virginia G. Piper Charitable Trust honors Virginia Galvin Piper's philanthropic commitment to changing lives and strengthening community in Maricopa County (Arizona). A place-based philanthropy, Piper Trust works to be more than a grantmaker. The Trust convenes groups to address community issues, brings national thought leaders to meet with nonprofit executives, and fosters collaboration in the philanthropic sector. Piper Trust's grantmaking areas are healthcare and medical research, children, older adults, arts and culture, education, and religious organizations. To date, Piper Trust has invested more than \$312 million in local nonprofits and programs.

Position Summary:

The receptionist/administrative assistant is the Trust's "director of first impressions" and, as such, is responsible for projecting a positive, professional and welcoming demeanor to the Trust's visitors and callers. This position provides a variety of administrative staff support services and reports to the Executive Vice President/CFO.

Typical Duties:

- Answer phones, greet visitors, open mail.
- Provide administrative support to Arizona State Literacy Director including scheduling meetings, preparing agendas and copying meeting materials, maintaining Outlook contacts, assisting with logistics for special events, etc.
- Under direction of the Trust's controller, assist with tracking expenses and scanning staff receipts and invoices for processing by accounts payable.
- Assist with logistics for meetings (preparing handouts, name tags, tracking attendance, food orders, etc.).
- Schedule Federal Express, UPS, and special courier deliveries as needed; order office and kitchen supplies.
- Maintain master calendar, schedule meeting rooms as required and complete meeting forms for various internal and external events.
- Maintain Salesforce database, run reports and related special projects as needed.
- Keep staff phone lists and directory up to date, maintain receptionist desk manual, catalog library books.
- Proofread news releases and other written communications as required.

Knowledge and Experience:

One to three or more years' administrative experience required.

- Excellent knowledge of multi-line phone systems and routine office procedures.
- Excellent interpersonal and organizational skills.
- Intermediate knowledge of Microsoft Office – Word, Excel and Outlook.
- Knowledge of nonprofit organizations is a plus.

Personal Characteristics:

The successful candidate must be:

- Self-motivated to take initiative in all areas of responsibility, able to generate creative solutions and contribute to building a positive team spirit.
- Flexible and well-organized with appropriate attention to detail and follow through.
- Emotionally mature with the sensitivity to work with diverse personalities in a highly collaborative team environment.
- Committed to the mission of the Trust and passionate about philanthropy and its potential to benefit the residents of Maricopa County.

Compensation:

Salary commensurate with experience. Excellent benefits.

How to Apply:

Email a single Word or PDF document containing cover letter, resume, and contact information for three professional references to: employment@pipertrust.org. Deadline for submitting applications is November 20, 2013.