



Job Description

Receptionist/Facility Manager, **Deschutes Children's Foundation**
Reports to the Executive Director

The Receptionist/Facility Manager's job is to support the Executive Director's management of the Foundation by being the on-site representative.

- A. Office Support
 1. Greets and assists public on the phone and in person.
 2. Inventories and orders supplies for office.
 3. Maintains contact with E.D. and keeps her current, asks appropriate questions and carries forward the mission of the Foundation.

- B. Campus/facility Support
 1. Inventories and orders supplies for campus.
 2. Watches for building and grounds maintenance issues. Oversees warranty issues.
 3. Performs minor repairs, maintenance, and general upkeep of building and grounds when possible. Makes recommendations to E.D. for professional services when necessary.
 4. Schedules meeting room use.
 5. Manages facility documents.
 6. Performs certain business/research tasks as requested by E.D.
 7. Is available to campus program staff; assists resident program staff and clients when needs and questions arise.
 8. Oversees volunteers and contracted workers as directed.
 9. Organizes and leads Resident Program Staff meetings regularly.
 10. Organizes and facilitates functions that foster program staff interactions.
 11. Oversees facility postings and other materials for appropriateness.
 12. Oversees the waiting areas of the facility.

- C. Fundraising
 1. Works in conjunction with administration to develop community-specific fundraising events and strategies.
 2. Produces fundraising and other campus events with support by administration.

- D. General
 1. Develops and maintains a working knowledge of the Foundation and its mission.
 2. Represents the Foundation in the community in a positive and professional manner.
 3. Supports the E.D.'s efforts as needed.

- E.. Physical and Other Requirements
 1. Occasional lifting of up to 20 lbs; frequent keyboarding and sitting.
 2. Ability to successfully use DCF computer programs, including Word, Excel, and Internet.
 3. Ability to maintain strong and productive working relationships.
 4. Other duties as assigned.

This job description is not all inclusive and is subject to change. Additional duties and tasks may be assigned, as necessary.