



**Position Title:** Front Desk Receptionist/Administrative Assistant

**Department:** Administration

**Reports to:** Executive Assistant

**Position Summary:** The Morris Animal Foundation is seeking a full-time Front Desk Receptionist/Administrative Assistant to join our organization as the gatekeeper and first face of the Foundation, both in the office and over the phone. In addition to front desk responsibilities, this position provides support for various departments within the Foundation.

**About Morris Animal Foundation:**

Morris Animal Foundation is the oldest and largest non-profit source of funding for science that improves the lives of animals. Established in 1948 by Dr. Mark Morris, DVM, the Foundation has funded over 2000 studies and committed over \$118M to research benefitting companion animals and wildlife. Based in Denver, Colorado, our staff of 35 professionals manages approximately 250 studies at any given time, including the Canine Lifetime Health Project, the largest and most far-reaching study run to date in veterinary medicine. Each year, over \$7M of new research funding is committed through working practices that ensure only the most scientifically robust and impactful studies are supported. Building on this impressive and solid history, the Foundation is entering a new era. We believe with the increasing recognition of the vital role animals' play in the lives of humans, extraordinary growth of our mission is not only possible, but imperative. There is a tremendous amount of work to be done, and we are focused on scalable and sustainable growth of revenues and programs to meet the need.

**Golden Retriever Lifetime Study:**

The Golden Retriever Lifetime Study (GRLS) is a longitudinal study of approximately 3,000 Golden Retrievers, in which detailed information (including medical, lifestyle and environmental data) and biological samples are routinely collected throughout the life of each dog. Launched in 2012, the goal of this study is to discover new insights into the causes and risk factors for a variety of disorders commonly found in Golden Retrievers and other breeds of dogs.

**Position Description:** The Front Desk Receptionist/Administrative Assistant is an integral part of the Morris Animal Foundation team and performs various front desk and administrative support duties. Below is a general overview of the two main areas of focus:

- **First Point of Contact and Customer Service.** This position will be the first point of contact for visitors and guests of the Foundation when they visit or call the office and as such, should be a positive and upbeat individual with a “can-do” attitude. Duties include, but are not limited to:



- Answer incoming phone calls providing answers as appropriate or directing caller to appropriate person or department
- Greet guests who visit our offices
- Accept and distribute daily deliveries
- Ensure reception area and meeting rooms are tidy, returned to the original layout, white boards are clean and the room is ready for the next use
- Taking the lead on room setup for meetings, including setting out refreshments, making sure white boards have working pens, conference line is dialed in when needed, etc.
- Provide a positive experience for all clients, visitors, and co-workers
- **General Office Support.** This position provides office support for multiple departments through various projects and tasks. Assistance may include, but is not limited to:
  - Serve as backup for, and provide assistance to, the Executive Assistant
  - Production and execution of donor correspondence such as thank you notes, acknowledgment letters and cards, etc.
  - Research projects
  - Relationship phone calls with Golden Retriever Lifetimes Study (GRLS) participants
  - Packing, preparing for shipment, and shipping materials for conferences and events
  - Inventory control for print collateral as well as promotional items
  - Assist where needed, and appropriate, for accounting and human resources tasks
  - Prepare, modify and distribute documents such as correspondence, reports, drafts, memos and emails
  - Cross training as appropriate
- **The Successful Candidate will:**
  - Be positive, friendly and have a “can do” attitude – a resourceful problem-solver.
  - Be trust-worthy and professional.
  - Have a friendly yet professional, engaging, and discreet demeanor to handle confidential information in a mature and thoughtful manner.
  - Have an exceptional customer service focus and be able to follow up on client inquiries in a timely fashion.
  - Have a high aptitude for accuracy and attention to detail.
  - Be a self-starter and able to work independently as well as part of a team.
  - Have operational knowledge of office procedures and machines such as computers, copiers, postage machines, etc.
  - Promote and adhere to Foundation core values of Excellence, Respect, Compassion, Collaboration, Innovation, and Determination.

**Position Requirements:**

- Receptionist experience – 3 years
- Administrative assistance experience – 1-3 years



- Customer service experience – 3 years
- High school diploma or equivalent
- Must be able to lift at least 40 pounds
- Position is mainly seated work with computers, phones and co-worker interactions
- Basic understanding of office and administrative procedures and systems, such as filing and record keeping
- Skilled in software applications such as Microsoft Office including Outlook, Word, Excel and PowerPoint; Adobe Acrobat; and various internet browsers and how to do research on the internet

**Preferred Requirements:**

- Receptionist experience – 5 years
- Administrative assistance experience – 3 years
- Customer service experience – 5 years
- Associates Degree or Administrative Certification is a plus
- Entry level bookkeeping knowledge is a plus
- Experience with Raiser’s Edge is a plus

**Position Specifications:** Full time, Monday-Friday, 8:00am-4:30pm; non-exempt, non-supervisory position. Starting at \$18/hour, depending on experience.

Please email your resume, cover letter and salary requirements in a word document or pdf, labeled with your complete name to Lisa Maurer at [lmaurer@morrisanimalfoundation.org](mailto:lmaurer@morrisanimalfoundation.org). Please list “Front Desk Receptionist/Administrative Assistant” in the subject line of your email. **Incomplete and/or inaccurate applications will not be considered.**