



JOB TITLE	Front Office Coordinator		
REPORTS TO	Director of Operations		
BASED AT (OFFICE LOCATION)	Boise, ID		
REGULAR/TEMPORARY	Regular	FULL/PART TIME	Full-Time Non-exempt

MISSION

Conserving Birds of Prey Worldwide Since 1970

WORK WITH US

The Peregrine Fund (TPF) protects the earth's 562 species of raptors, partnering with local people on five continents to inspire action and preserve essential habitats. Support comes from donors, corporations, and government grants. We were founded in 1970 to rescue the Peregrine Falcon from extinction by pioneering ways to breed and release them across North America. With that historic success, our mission grew to encompass all raptor species worldwide.

Currently, The Peregrine Fund works to:

- Restore critically endangered species
- Research little-known species
- Train and support students
- Engage all ages with environmental education
- Conserve habitat

Our employee benefits program plays a vital role in demonstrating our commitment to our employees. We are pleased to offer eligible employees a benefits program that is comprehensive and among the best among our peer institutions, including a 403(b) retirement program as well as health, dental, vision, life and long-term disability insurance.

The Peregrine Fund is an Equal Opportunity Employer. We ensure all qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, sexual orientation, gender identity, national origin, disability, or veteran status.

The successful applicant will be required to complete a background screening before final offer of employment is made.

POSITION SUMMARY

The Front Office Coordinator provides administrative support for the Operations and Development departments, including donor database entry and maintenance. The position is responsible for overall front desk activities including coordination of the reception area, meeting and common areas, customer service, phones, mail, email, and office supplies.

ESSENTIAL FUNCTIONS

The Front Office Coordinator serves as the organizational hub providing overall support, and communications and interactions with staff and the public worldwide. They perform various administrative tasks relating to the efficient functioning of the front office including answering phones, handling both mail and email correspondence, daily deposit administration, and purchasing office supplies. This position also supports our Development Team, particularly the Constituent Relationship Manager with CRM data entry and mass communications..

RESPONSIBILITIES AND SCOPE

- Monitor, respond, or forward organization voicemail and email; Answer and/or forward calls to appropriate personnel using a multi-line phone system
- Data entry in CRM, as directed by Constituent Relationship Manager
- Processing daily deposits, generating deposit slips, and assembling appropriate copies of documentation to distribute
- Take cash and daily deposits to bank (twice a week)
- Distribute incoming office mail; provide domestic and international shipping services, including customs, shipping forms, comparison of rates/services for efficient/effective/fiscally responsible outcomes
- Assist and facilitate all staff and leadership meetings (including sending notifications, setting up zoom calls/recordings, setting up IT equipment, providing meeting agendas as applicable, room set up/tear down as needed (includes snacks, chairs, etc.)
- Support the Constituent Relationship Manager, including gift entry, pledges and major gift stewardship, events and RSVPs, reporting, pulling lists, organizing reports, and updating donor records
- Update and maintain company contact and distribution lists for staff designated groups
- Keep company Google calendar current, including events and equipment/room reservations
- Keep various online community calendars up to date regarding organizational events
- Mobile text alert system handler; update TPF website; point person for sending Boise Campus communications
- Review, proof, and edit company documents and communications
- Compile and format organizational reports
- Maintain inventory of office and mailing supplies, including restocking paper, toner, supplies
- Maintain copy machine, postage machine, and folding machine and calling for service when needed
- Organize and maintain storage and supply rooms
- Assist in handling/managing petty cash
- Assist with procurement research, price quotes, and purchase order processing
- Assist with local, on- and offsite events as requested by supervisor
- Assist with annual holiday gift recognitions and mailings, including large (quantity) mailings
- Other duties as assigned

MINIMUM QUALIFICATIONS

- High School diploma and/or 2+ years of experience
- Experience with data entry
- Valid Driver's License
- Proficient in-person, written, and verbal communication skills
- Ability to prioritize and manage multiple tasks with frequent interruptions
- Adaptable to growing technology, applications, and business processes
- Ability to work and communicate with a wide range of people
- Self-motivated, resourceful, and willing to take initiative
- Experience with Office Suite (Word, Excel, Powerpoint), Adobe Acrobat, and Google Office

PREFERRED QUALIFICATIONS

- Familiarity with EveryAction or other donor development databases
- Experience with international shipping
- Experience writing, editing, and proofreading written materials
- Experience with a multi-line phone system

WORKING CONDITIONS

The Front Office Coordinator works in the Boise, Idaho office, typical schedule is Monday - Friday covering hours between 9:00 am and 5:00pm. Position includes driving a company vehicle weekly for miscellaneous errands.

COMPENSATION: \$18.27 - \$19.23 per hour (Depends on experience)

HOW TO APPLY

Send via email a single file attachment (PDF preferred) including a cover letter, resume, and contact information for 3 references to: employment@peregrinefund.org. Please name the file "LastName_FirstName_Front Office Coordinator" and include the job title you are applying for in the subject line.