



Notice of Open Position

Title: Business Coordinator
Location: Duke Farms, Hillsborough, NJ
Reports to: Deputy Executive Director
Status: Full Time – Exempt

Duke Farms serves as a model of environmental stewardship and inspires visitors to become informed stewards of the land. It is a place of education, enjoyment and research that enhances the environmental health of the region.

Through the beauty of its natural setting, the diversity of its wildlife, and the scope and quality of its educational programs, demonstrations and research, Duke Farms inspires people to transform their approach to conservation and to start building a more sustainable future.

JOB SUMMARY

The Business Coordinator performs a wide variety of support activities to ensure the efficient operation across all departments at Duke Farms. The individual in this role assists management by fulfilling tasks related to office administration, accounting, procurement, and other appropriate tasks as assigned. The Business Coordinator reports to the Deputy Executive Director, and works closely with the Executive Director, and the Office Manager, as well as the finance group of the Doris Duke Management Foundation.

ESSENTIAL JOB FUNCTIONS

General Office Assistance:

- Maintain a efficiently functioning office environment through attentive, efficient, orderly and accurate handling of supplies, filing systems, tech equipment, inventories, deliveries, incoming and outgoing mail and calls/inquiries; dissemination of updates and notifications to staff, the public, volunteers and vendors; calendaring, welcoming and attending to onsite visitors and partners, etc.

Executive Office Support:

- Conduct research, create spreadsheets, draft presentations and written communications/reports in support of annual strategic and business operations;
- On behalf of the Executive Director/Deputy Executive Director, manage inquiries, schedules, correspondences and special visits to Duke Farms.

Budgeting, procurement, accounting and contracting:

- Participate in the development and monitoring of the Duke Farms budget, including procurement and contracting procedures;
- Use current accounting and procurement software applications to input purchasing and payment information, generate purchase orders and create expense reports;
- Process invoices
- Identify, establish and manage relationships and contractual agreements with vendors;
- Allocate and process purchasing card transactions
- Make purchasing decisions;
- Establish and maintain business accounts.

Other related duties as assigned by the Executive Director and/or Deputy Director.**QUALIFICATIONS**

- Bachelor's degree and/or equivalent relevant work experience required;
- Two or more years of relevant experience required;
- Strong computer skills in Microsoft Office, databases, email systems and internet research required, plus competency and comfort with basic office technology;
- Ability to master computerized accounting/procurement systems;
- Proven competence managing budgetary allowances and restrictions;
- Strong interpersonal, verbal and written communication skills;
- Team-player mentality to work cooperatively and positively with colleagues, partners, consultants and a diverse public;
- Self-starter with ability to take initiative, work independently and make informed decisions;
- Excellent analytical and problem-solving skills;
- Strong organizational skills, with excellent attention to detail;
- Adaptable, with the ability to manage many projects and priorities simultaneously;
- Ability to physically perform duties that require standing, walking and sitting for extended periods of time; negotiating flights of stairs; lifting and carrying as much as 25 pounds;
- Ability to keep matters confidential;
- Valid driver's license.

HOW TO APPLY

Send resume with cover letter to hr@ddcf.org. Include your last name followed by "Business Coordinator" in the subject line. Applications will be accepted until August 5, 2017.

No phone calls or in-person applications, please.

It is the policy of the Doris Duke Charitable Foundation to afford equal employment opportunity to all individuals, and we firmly adhere to the equal employment opportunity requirements of all States and localities in which we operate.