



THE SPARTANBURG COUNTY FOUNDATION  
*Your Community Foundation*

Position Title: Director of First Impressions and Logistics

Team: Executive Management Team

Reports to: Executive Administrative Director

FLSA:

Position Summary

The Director of First Impressions and Logistics position, under the supervision and direction of the Executive Administrative Director, provides administrative and logistics support to the Robert Hett Chapman III Center for Philanthropy. This position interacts professionally with staff, donors and potential donors, general public and all SCF campus constituents. This position is responsible for greeting Center for Philanthropy guests in a polite, cheerful, and helpful manner to ensure the highest quality customer service. Critically, this position coordinates internal and external access to the Center's various meeting and convening spaces. This position also manages the technology suite and interactive displays housed within the Center's Gallery of Philanthropy.

**SPECIFIC RESPONSIBILITIES:**

*Listed below are major duties and responsibilities of this position. It is not designed or intended to cover or contain a comprehensive listing of the activities, duties, or responsibilities of the employee.*

Logistics and Information Technology (Campus)

- Directs campus wide information technology
- Develops brand and operational processes and practices
- Manages and coordinates scheduling, meeting rooms and space for the campus
- Manages building operations by monitoring equipment functionality and overseeing service requests and contractors as needed
- Plans and markets staff and community events
- Plans internal SCF initiatives designed to create meaningful connections and a cohesive campus
- Coordinates reservations and vendors for special events

Concierge (Center for Philanthropy)

- Greets all guests in a polite and cheerful manner
- Answers the phone as secondary responder
- Orders and coordinates the delivery of breakroom supplies
- Ensures cleanliness and space presentation: walks the space regularly, checks kitchens and bathrooms, common areas, maintains tidiness and provides feedback to cleaning team as needed

*This is not a contract. No information in this document will alter the At-Will Employment Relationship.*

*Director of First Impressions and Logistics*

*May 7, 2020*

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- Sets up/takes down meeting rooms for meetings as assigned
- Performs a number of administrative functions, including mailing, scanning, and copying
- Responds to other needs as they arise

Gallery of Philanthropy Content Manager (Center for Philanthropy)

- Works with SCF staff and partners to create the content displayed within the Gallery of Philanthropy that reflects the mission of the Foundation and the community it serves (content may include data snapshots on Spartanburg County, donor and grantee stories etc.)
- Creates interactive opportunities for visitors to respond to the content displayed within the Gallery
- Under the guidance of the Director of Partnerships & Civic Engagement, promotes the work of SCF’s strategic initiatives and highlights opportunities for community engagement and advocacy.
- Manages content updates and refreshes to ensure it is timely and relevant; archives content as appropriate
- Secures and manages additional technology support as needed

**JOB SPECIFICATIONS**

1. Four year college or university degree with major course work in an appropriate discipline.
2. Excellent computer skills, including experience with WordPress (or other website platform), Microsoft Office Suite (Word, Outlook, PowerPoint, Excel), Adobe Creative Suite (Photoshop, Illustrator, InDesign)
3. Extensive experience with audiovisual equipment
4. Strong communication skills, both written and verbal and the ability to express ideas clearly.

Reviewed: \_\_\_\_\_

Incumbent	Date
Supervisor	Date