



## **Administrative Coordinator Job Description**

### **Organization**

The Nashville Public Library Foundation (NPLF) is a 501(c)(3) nonprofit organization which raises money through private donations to support and enhance the programs facilities, and collections of the Nashville Public Library. Founded in 1997, NPLF has raised more than \$62 million to advance the impact and reach of NPL programs and initiatives. For more information, please visit [www.nplf.org](http://www.nplf.org)

### **Position Overview**

NPLF seeks a motivated, self-starter with a strong eye for detail to join our team. The daily work of this position supports the impact Nashville Public Library makes in our communities every day. NPLF offers meaningful benefits to all employees including flexible and hybrid work schedules, generous paid leave, matching on retirement contributions and employer paid health insurance.

NPLF is committed to attracting and retaining a diverse staff. We will honor your experiences, perspectives, and unique identity. Together, our community strives to create and maintain working and learning environments that are inclusive, equitable and welcoming.

### **Job Responsibilities**

#### **Administrative Duties**

- Performs general clerical and secretarial duties, including office and other supply orders
- Makes appointments, schedules meetings and reserves rooms as needed, orders lunch/refreshments and sets up meeting room, and prepares handouts for meetings (board, executive committee, finance committee, board development committee, fund development committee, Gala, tours, CS, etc.) Takes minutes for staff meetings and finance committee meetings
- Opens, sorts, and distributes incoming correspondence
- Assists Director of Finance with payment and deposit processing, mailing & filing
- Maintains all office equipment such as printers and scanners by turning in work orders and ordering parts
- Updates all forms and letterhead and maintains their inventory
- Manages organization and upkeep of NPLF closet
- Supervises and leads regular office volunteers
- Makes basic updates to the NPLF website

#### **Fundraising Duties**

- Creates Daily Gift Log, distributes for review, and sends to Database Coordinator.
- Reviews Weekly Gift Report and other reports for accuracy.
- Assists with the logistics of mailings
- Provides support for all events including Gala, Picnic, and CS book club (rsvp, etc.)
- Schedules and coordinates logistics for Library 101 tours

- Proofreads donor acknowledgement letters, solicitation letters, and various marketing materials
- Assists Database Coordinator with database integrity reviews and cleanup.
- Supports Fundraisers with other requests as needed.

**Qualifications & Skills:**

- Associates degree or two years minimum of college courses in an administrative or related field.
- Strong computer skills and knowledge of general office equipment and telecommunications systems
- Ability to work in a fast-paced environment.
- Flexible and attentive to detail.
- Excellent interpersonal and organizational skills, and the ability to work well with all levels of internal management and staff, as well as outside donors and board members.
- Strong work ethic and an understanding that evening and weekend work is occasionally required.
- Ability to communicate both verbally and written in a positive and effective manner

**Preferred Knowledge/Abilities/Experience**

- Prior administrative experience: general fundraising experience preferred
- Skill and experience in MS Office including Word, Excel, Power Point, Outlook

**Compensation:** Full time with benefits: \$40,000-\$42,000

**To apply, email resume and cover letter to [jobs@nplf.org](mailto:jobs@nplf.org). Deadline to apply is Wednesday, May 18, 2022.**