



Job Title: Administrative Assistant & AP Coordinator

Location: Nashville, TN

Organization: Nashville Public Library Foundation (NPLF)

About Us:

The Nashville Public Library Foundation (NPLF) is a dynamic nonprofit dedicated to supporting and enhancing the programs and facilities of the Nashville Public Library. Since 1997, we've raised over \$80 million to help advance the impact of our library services. Our work empowers our community by providing resources that promote literacy, creativity, and access to educational opportunities.

At NPLF, we are deeply committed to creating a diverse, equitable, and inclusive workplace. We welcome and celebrate the unique experiences, perspectives, and identities that each team member brings. We believe that diversity strengthens our community and enhances our ability to achieve our mission.

Position Overview:

The Administrative Assistant & AP Coordinator plays a vital role in the smooth operation of the organization, supporting administrative, fundraising, and accounting functions. You will be part of a team working directly to enhance the mission of NPLF, providing essential support to both staff and programs. The role requires exceptional organizational skills, discretion, and the ability to anticipate needs in a fast-paced, mission-driven environment. If you are a proactive problem-solver with a passion for the public library, we would love for you to apply.

The Administrative Assistant & AP Coordinator reports to the Director of Finance and Operations of the NPLF.

Key Responsibilities:

Administrative Duties

- Perform general clerical tasks, including office supply orders, data entry, and mail distribution.
- Schedule meetings, appointments, and reserve rooms for various events.
- Prepare handouts, coordinate logistics, order lunch/refreshments, and sets up meeting rooms for board and committee meetings.
- Maintain office equipment such as printers and scanners by turning in work orders and ordering parts.
- Maintain inventory of print materials, NPLF letterhead, and other stationery.
- Supervise and support office volunteers as needed.
- Support library programs as needed.

Fundraising Support

- Create and send gift acknowledgment letters to donors.
- Coordinate and manage mailings, utilizing external vendors as necessary.
- Provides a daily block of time for fundraisers support.
- Provides support for all events including Gala, Picnic, tours and CS Book Club.

Accounting and A/P Duties

- Enters and processes accounts payable in accounting system, ensuring proper account and program information are recorded.
- Reconciles and records credit card activity.
- Works closely with program managers to ensure payment requests are completed accurately.
- Communicates with vendors regarding past due payments.
- Work with the NPL business office on logistics related to parking, travel, and book sales.
- Work closely with Director of Finance & Operations to prepare files for annual audit and 990.

Qualifications

Minimum Requirements:

- Detail-oriented, organized, and able to thrive in a fast-paced environment.
- Ability to multitask and manage competing priorities effectively.
- Strong computer skills and familiarity with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Excellent interpersonal and communication skills, both verbal and written.
- Strong work ethic with a willingness to work evenings and weekends as needed.
- Prior administrative experience.

Preferred Skills:

- Basic accounting experience.
- Experience with Blackbaud or similar fundraising software.

Compensation and Benefits

The Administrative & A/P Coordinator role is a full-time, 40 hours per week position. Salary range is \$45,000 - \$50,000, dependent on experience.

Benefits:

- 100% Employer-paid health for employee
- 401K Plan (with 6% employer match) after one year of employment
- Flexible Spending Account options
- Free garage parking and monthly phone stipend

- Hybrid work from home schedule
- 4 weeks of PTO

Why Join Us?

At NPLF, you'll be part of a vibrant, collaborative team making a real difference for the Nashville Public Library. This position offers an opportunity to engage with diverse and passionate individuals who are dedicated to enhancing public library programs and services. We offer competitive pay, comprehensive benefits, and a flexible, inclusive work environment.

How to Apply:

Please submit your resume and a cover letter to jobs@nplf.org. In your cover letter, tell us why you're excited about the opportunity to support the Nashville Public Library Foundation and how your skills align with this role.