



JOB POSTING INFORMATION FORM

Organization: BookSpring

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Job posting summary [75 words or less please]:

BookSpring is a vibrant non-profit building early literacy in Central Texas in search for an excellent donor relationship manager. Previous experience with Donor Perfect software is essential to success in this role. Ability to do work as a team, attention to detail, excellent writing and oral communication, customer service mindset, and an upbeat personality is key. Essential tasks are:

- Entering complete, accurate, and timely contact and transaction data in Donor Perfect software platform using a PC Windows computer.
- Send out print and email acknowledgements and annual tax receipts for donors.
- Track grants cultivation, submission, closure, and reporting process.
- Generating reports and managing excel spreadsheets for data entry and import/exports.
- Conduct or oversee volunteers for mail merge, copying, filing, and other administrative duties.
- Support events as needed (Read-A-Thon and Storybook Heroes Luncheon).

Requirements include college degree or equivalent knowledge. Must consent to a background check, be able to lift 40 pounds, and have a valid driver's license. Competitive rate, depending on experience. Part-time hourly flexible between M-F, depending on time of year, some occasional weekends and evenings possible. Position is expected to continue.

Please submit a cover letter and resume via Indeed and complete the required skills test. Open until filled.

Here is the link to our Indeed page: <https://www.indeedjobs.com/bookspring>

<https://www.indeedjobs.com/bookspring/jobs/4511dd480a9849349e36>

Don't forget to provide a PDF with the full job description to be posted on our website, as well as a jpeg of your logo or the image you would like to include with the Facebook and LinkedIn posts.

Reach out to jobs@afpaustin.org with any questions.