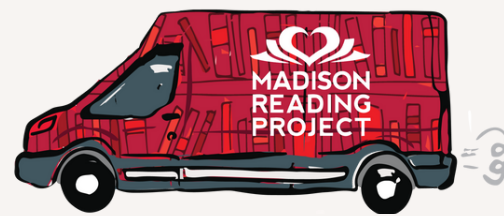


OPEN POSITION

Donor Engagement Specialist



We are looking for a collaborative, adaptable and communicative individual to join our team as a Donor Engagement Specialist. This position would allow an energetic individual to play an integral role at Madison Reading Project by building relationships with current and prospective supporters of the MRP mission.

RESPONSIBILITIES

- Connect with the organization's supporters to cultivate and develop new relationships with individuals, groups, and businesses
- With the MRP team and board of directors, develop and implement the organization's donor stewardship and acknowledgement plan that inspire ongoing donor support
- Provide administrative support to the organization's development processes including oversight of our donor database and volunteer management software and identifying areas for improvement and growth
- Communicate with and coordinate volunteers for fundraising and awareness events
- Provide customer service and support to supporters of the organization through consistent communication, quick response to inquiries both in-person at events and through digital communication.
- Assist in creating and sharing information with the public and current supporters through monthly newsletters, targeted campaigns and social media

WHAT WE'RE LOOKING FOR

- Experience in non-profit/business development, outreach or marketing
- Ability to communicate effectively verbally and in writing
- Experience building and maintaining relationships with stakeholders
- Knowledge of and commitment to understanding the diverse need of our community
- Experience using Google Workspace & CRM software
- Must pass background check and driver's license verification
- Strong commitment to the mission of Madison Reading Project.
- Comfort working with children and families in community spaces.

SALARY & BENEFITS

- **\$42,000-\$45,000/yr**
- **Health Stipend**
- **Generous PTO**
- **401(k) plan**



WHY WORK HERE?

- Collaborating with a dedicated, fun and supportive team
- Flexible schedule and ability to take time off for family, personal and vacation
- Ability to work on a variety of different projects and have input on the growth and direction of the organization
- Opportunities to learn and develop new skills and work on tasks that you are most energized about
- The work space and culture being surrounded by books and experiencing the joy that we get giving new books to kids and educators
- A workplace that values your mental and physical health and well-being



If you are interested in this position, please send your resume to:

info@madisonreadingproject.com