

Receptionist and Development Assistant

Junior Achievement of Middle Tennessee

Nashville, TN | Part-Time, On-Site (29 hrs/week)

About Junior Achievement of Middle Tennessee

Junior Achievement of Middle Tennessee (JA) is a nonprofit organization dedicated to inspiring and preparing young people to succeed in a global economy through hands-on programs in financial literacy, work readiness, and entrepreneurship. We partner with schools, volunteers, and businesses across the region to bring these programs directly into classrooms and communities.

Position Summary

JA Middle Tennessee is seeking a friendly, organized, and detail-oriented Receptionist and Development Assistant to serve as the first point of contact for our office while supporting the accurate maintenance of donor, volunteer, and program data. This is a part-time, on-site role (approximately 29 hours per week) ideal for someone who enjoys a mix of front-desk customer service and behind-the-scenes administrative work in a mission-driven environment.

Key Responsibilities

Front Desk / Reception

- Greet visitors, volunteers, donors, and staff warmly and professionally as the first face of the organization
- Answer, screen, and route incoming phone calls; take and relay accurate messages
- Manage general email and mail correspondence, distributing to appropriate staff
- Maintain a clean, organized, and welcoming front office and reception area
- Assist with scheduling meetings, conference room bookings, and coordinating deliveries
- Support office supply inventory and reorder as needed
- Assist with event and program logistics as needed (volunteer check-in, materials prep, etc.)

Data Entry / Administrative Support

- Accurately enter and update donor, volunteer, and program participant information in the organization's donor database/CRM
- Maintain data integrity by regularly auditing records for accuracy and completeness
- Process and record incoming donations, pledges, and payments in a timely manner
- Generate basic reports and data exports to support development and program staff
- Assist with mail merges, acknowledgment letters, and donor correspondence
- Maintain confidentiality of sensitive donor and student information
- Provide general administrative support to staff, including filing, copying, and document preparation

Qualifications

- High school diploma or equivalent required; some college coursework or office administration experience preferred
- Prior experience in a receptionist, front-desk, customer service, or data entry role preferred
- Strong verbal and written communication skills with a professional, welcoming demeanor
- Proficiency in Microsoft Office (Word, Excel, Outlook) or Google Workspace

- Experience with a donor database or CRM system (e.g., Salesforce, DonorPerfect, Bloomerang, or similar) preferred; willingness to learn required
- Excellent attention to detail and accuracy, particularly when handling data entry
- Strong organizational skills and the ability to manage multiple tasks and priorities
- Reliable, punctual, and comfortable working on-site in an office environment
- A positive attitude and genuine interest in supporting the mission of Junior Achievement

Schedule & Work Environment

- Part-time, approximately 29 hours per week, Monday–Friday, on-site at the JA Middle Tennessee office
- Flexible hours: 8:30 AM–2:30 PM or 9:00 AM–3:00 PM, Monday–Thursday, with shorter hours on Friday
- Fast-paced, collaborative nonprofit office environment

Compensation & Benefits

Compensation: Hourly, totaling \$30,000–\$35,000 per year, commensurate with experience.

This is a part-time position. Additional benefits — such as paid time off, health insurance, and retirement plan participation — become available should this role transition to full-time status as a member of our team.

How to Apply

Interested candidates should submit a resume and cover letter to Scott O'Neal at scotto@janash.com. Junior Achievement of Middle Tennessee is an equal opportunity employer and welcomes applicants from all backgrounds.

Junior Achievement of Middle Tennessee is committed to building a diverse and inclusive team. We encourage candidates of all backgrounds to apply.