

**GUS MENARY**  
Artistic Director

**KAYTI BARNETT-O'BRIEN**  
Managing Director

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## Telefund Caller—Temporary Position

**Department:** Development

**Reports to:** Director of Development

**Location:** Remote and Seattle Center Office

**Pay rate:** \$18/hr—50 hours of work

**Contract dates:**

7-week contract November 23, 2020-January 6, 2021.

Evening and weekend call times required; Telefund Caller will work with Director of Development to set call schedule.

**POSITION SUMMARY:**

Book-It Repertory Theatre is hiring a part-time, seasonal Telefund caller to carry out an acquisition campaign for Book-It's "Page Turner" donors, our monthly giving donors.

**QUALIFICATIONS:**

Excellent organizational and communication skills on the phone, and in writing  
Experience with database administration; Salesforce/Patron Manager experience a plus  
Experience asking for donations required

**Primary Responsibilities:**

- Work from 390-person call list to convert donors below \$100 to monthly giving donors
- Manage tracking of donor calls
- Work with Development Associate to process gifts
- Manage fulfillment of "Page Turner" donor benefits

**Requirements:**

- Proficient with donor database systems, word processing, and data entry. Experience with Salesforce/Patron Manager desired, but not required
- Commitment to maintaining confidentiality with regard to records and information
- Some evening and weekend work required
- Experience with phone fundraising asks
- Familiarity with fundraising and donor data entry best practices

**Environment:**

Primarily, work is in an office environment. Long periods of sitting including use of computer, time spent on phone. Periods of intense concentration.

Book-It Repertory Theatre is an Equal Opportunity Employer.

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**TO APPLY**, PLEASE SEND COVER LETTER AND RESUME TO: [Jeanninec@book-it.org](mailto:Jeanninec@book-it.org) with the subject line: "Temp Telefund Caller"

**Closing Deadline: November 18, 2020. Follow-up interviews by telephone will be November 16-20.**

**About Book-It Repertory Theatre, [www.book-it.org](http://www.book-it.org)**

**Book-It Repertory Theatre is a non-profit organization dedicated to transforming great literature into great theatre, through simple and sensitive production, and to inspiring its audiences to read.**

Founded in Seattle in 1990, Book-It Repertory Theatre holds to the belief that reading and literacy are fundamental rights and keys to success. Book-It creates world-premiere adaptations of classic and contemporary literature for the stage, preserving the narrative text as it is spoken, not by a single "narrator" but as dialogue by the characters in the production. This technique, developed over the past 31 years, continues to evolve to serve our mission.

Book-It serves approximately 15,000 patrons through its main stage 4- or 5-play production season, and over 50,000 young people in touring productions and school residencies throughout Washington. Our income is derived through earned revenue in ticket and concession sales and contributions from individuals, corporations, foundations, and government entities. For the 2020-21 Season, Book-It will be producing five audio dramas adapted from shorts stories and novellas.

*Book-It Repertory Theatre is actively working towards becoming a fully equitable organization. Book-It Repertory Theatre is committed to supporting a diverse work force and does not discriminate in employment based on race, color, religion, sex, or national origin. Qualified applicants are considered for all positions without regard to age, marital status, sexual orientation, or the presence of a non-job-related medical condition or handicap.*