

The Andalusia Foundation seeks a Membership and Events Coordinator. This is a part-time, three days per week position allowing for flexible work hours which reports to the Executive Director. The position will be responsible for developing and implementing strategies to significantly grow the membership and annual donations at the Andalusia Foundation as well as increase attendance at fundraising events. This individual will work with fellow staff, Board, and external vendors to execute programs and events that will provide value to members, as well as communicate membership benefits to existing and new audiences. Expanding the Foundation's reach and awareness among Biddle family members as well as affinity groups and organizations with relevance to the National Historic Landmark and Gardens, this person will work to increase relationships with the goal of generating new memberships, renewals and event attendance.

DUTIES AND RESPONSIBILITIES

- Help plan, organize and implement an effective annual giving, membership and events program
- Identify potential audiences with the ability to increase membership.
- Manage member acquisition, renewal, and retention strategies, including events and special programming.
- Assist in planning and executing fund raising events, house and gardens tours, and programs that can provide value to existing and potential members.
- Implement and manage a new Biddle Family Committee, including Committee oversight, acquisition campaigns, programming and collateral development
- Contribute annual giving, membership and event content
- Oversee all gift entry and record keeping processes related to membership and annual giving
- Manage the preparation and execution of membership gift and acknowledgements, renewal notices and other membership-related correspondence
- Generate regular reports to track acquisition, renewal, retention, and upgrade strategies
- Utilize Donor Perfect and Constant Contact, manage constituent lists.
- Oversee member services and fulfillment needs, including member inquiries and visitor services needs as they relate to members, donors, and audience cultivation.
- Other duties as assigned.

QUALIFICATIONS

- Bachelor's Degree
- Membership or annual giving experience
- Fundraising events experience
- Exceptional organizational, interpersonal, verbal and written communication skills
- Ability to think and work independently
- Ability to prioritize and perform multiple tasks
- Excellent customer service and problem-solving skills
- Proficiency in Microsoft Office software (Word, Outlook, Excel)
- Experience with Donor Perfect software (or similar system)

- Ability to work some evening and weekend events
- Passion for horticulture, gardening and American history

No phone calls please.

Email resume to: andalusiapa@gmail.com with “Membership and Events Coordinator” in the subject line or mail to P.O. Box 158, Andalusia, PA 19020