



Membership Coordinator

Please submit your applications by May 24, 2021

About the Indian River Land Trust

Indian River Land Trust (IRLT) is a private 501(c)(3) non-profit organization located in Vero Beach, Florida. The Land Trust's mission is to promote the preservation, conservation and improvement of natural resources and special places in Indian River County, Florida for the benefit of the general public and future generations.

Main Function:

Reporting to the Director of Marketing and Philanthropy, the Land Trust is seeking a full-time, exempt Membership Coordinator who will serve as the primary point of contact for all membership-related questions and coordinate community engagement opportunities to help the organization build awareness of, and support for, its mission. This role will be responsible for executing the direct-mail program and is tasked with ensuring timely processing and acknowledgement of all gifts, maintaining records, tracking membership figures, and coordinating with accounting. Indian River Land Trust offers competitive benefits.

Responsibilities:

- Coordinate direct mail program for the acquisition and renewal of membership and other gifts
- Process and acknowledge gifts in a timely manner
- Maintain member database and procedures documentation
- Compile and maintain event registration, direct mail, email and recognition lists
- Track key performance indicators and prepare reports
- Coordinate with accounting staff and consultants to track membership revenue
- Publish gift reports
- Support with planning and running membership events and activities
- Primary point of contact for all membership questions

Requirements:

- College or associate degree in applicable field
- Three years of experience in non-profit membership coordination or equivalent
- Proficient in data management, Raiser's Edge strongly preferred
- Discretion with donor information
- Team player
- Occasional weekend/ evening events
- Excellent verbal and written communication
- Excellent customer service skills
- Highly organized self-starter

To apply: Please submit your cover letter and resume to cwalker@irlt.org