**Development and Membership Coordinator**

*Full-time salaried position, exempt*

**ORGANIZATION DESCRIPTION:**

Locust Grove is a 1790s historic site set on fifty-five acres in Louisville’s east end. It is a National Historic Landmark and an AAM-accredited museum.  The site tells the story of all the people who lived and worked here, free and enslaved, in the early years of the nation, through tours, programs, exhibits, demonstrations, and publications.

**POSITION PURPOSE AND OBJECTIVES:**

The Development and Membership Coordinator will be responsible for developing and implementing the fundraising strategies of Locust Grove, including support for annual fund operations with the Business Manager, community online fundraising, support for capital campaign fundraising with the Executive Director, grant-writing,  sponsorship support, planning and executing fundraising events, and managing and expanding membership programs. This position reports to the Executive Director and works closely with all staff.

**MINIMUM QUALIFICATIONS:**

·         Bachelor’s degree required

·         Some previous experience in development and fundraising in a nonprofit organization required; museum setting and experience preferred

·         Familiarity with database management

**SALARY RANGE**: $37,000-$40,000. Health insurance and other benefits provided. Probationary period of 90 days. Benefits begin after probationary period. Reviews held at 6 months and annually thereafter. Subject to terms & conditions in HLG Employee Handbook.

**TO APPLY:** send a letter of interest with a resumé or CV to Carol Ely, Executive Director, at [ely@locustgrove.org](mailto:ely@locustgrove.org)  by August 16th, 2021.

A full description may be found online at [www.locustgrove.org/employment](http://www.locustgrove.org/employment)