

Membership Coordinator; The Filson Historical Society, Louisville

The Filson Historical Society seeks an individual to work in a full-time position based in Louisville. The Membership Coordinator is responsible for recruiting and retaining members, reporting membership financials and numbers, and organizing the Annual Fund Drive as well as tracing all unearned income.

Requirements: Bachelors Degree; Familiarity with database programs and ability to learn new database management programs required; Attention to detail; Flexibility; computer skills including but not limited to Microsoft Access, Excel, Word and Publisher; ability to multitask and meet deadlines; ability to work well with others. Knowledge of fundraising software such as Donor Perfect is preferred. Some weekend, evening and early morning work required.

This is an entry-level position. Benefits include health and life insurance, vacation/sick leave, and holiday pay.

To apply, send a letter of application and resume to The Filson Historical Society, 1310 S. Third Street, Louisville, KY 40208 or by email to miller@filsonhistorical.org. The application deadline is February 3, 2012. Please no phone calls.