

**LOUISIANA BAR FOUNDATION
COMMUNICATIONS DEPARTMENT
POSITION DESCRIPTION**

POSITION: Membership Coordinator
REPORTS TO: Chief Communications Officer
STATUS: Full time, non-exempt
POSTION SUMMARY: The Membership Coordinator is responsible for delivering high-quality service to members and donors while supporting efficient fundraising operations. This position is responsible for processing donations and membership payments, including batching and deposits, reconciliation, reporting, and accurate entry into the donor database (EveryAction). The Membership Coordinator plays a key role in maintaining data integrity and ensuring a positive donor and member experience through responsive service and attention to detail.

PRIMARY FUNCTIONS

- Manage donor data, gifts, pledges, and other records in an accurate, timely and secure manner. Process donations, memberships, memorial, tribute and other gifts.
- Coordination of online and offline payment portals.
- Ensure timely and accurate donor acknowledgments and correspondence; update acknowledgment letters quarterly and before events.
- Manage confidential, computerized records of financial and in-kind donors, prospects, their giving histories, and other personal information.
- Manage event data entry and processing in the appropriate systems including ticketing and auction.
- Assist with special giving campaigns (Gala, appeals, GiveNola Day).
- Assist with meeting logistics and calendar management for the department.
- Participate in fundraising projects, events, and cultivation outreach. donor and member stewardship initiatives, and other core development activities, contributing to the overall effectiveness of the department.
- Support and facilitate membership meetings and events including guest lists and on-site registration at event check-in.
- Pursue continuing education and growth in proficiency with Every Action database system and in donor relations best practices.
- Perform other duties as assigned to support the department and organization.

KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent oral and written communication skills, as well as the ability to interact professionally, courteously, and effectively with internal and external groups.
- Excellent organizational skills, including the ability to manage multiple demands and multiple projects; establish priorities, and meet deadlines.
- Demonstrated ability to deliver excellent customer service.
- Ability to work independently and exercise good judgment, maintain confidentiality, Integrity, and discretion in the performance of all duties.

MINIMUM QUALIFICATIONS

- Associates degree or higher.
- Minimum of 2 years' experience in development, fundraising or providing office or administrative support.
- Proficiency with Every Action or a comparable CRM platform required; familiarity with online event and fundraising platforms preferred.

ADDITIONAL QUALIFICATIONS

- Ability to handle sensitive information with confidentiality.
- Ability to be flexible and responsive to an evolving work environment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with medical limitations or disabilities to perform the essential functions.

- Sitting for long periods of time
- Ability to see and hear well (naturally or with correction)
- Able to work in a constant state of alertness and safe manner

WORK ENVIRONMENT

The work environment is characteristic of a professional office setting. Work is performed onsite with remote working capabilities offered at the discretion of the CEO.

EMPLOYEE ACKNOWLEDGEMENT

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of this position.

Print Name

Signature

Date