

Job Title:	Director of Development and Membership	Reports to:	Executive Director
Location:	Baton Rouge Vicinity	Travel Required:	Some Local & In-State Travel Required
Compensation Range:	\$45,000 - \$52,500; health & dental insurance (80/20) at 90 days; retirement match up to 3%	Position Type:	Full-time
Date Posted:	August 30, 2022	Posting Expires:	September 23, 2022

Applications Accepted By:

EMAIL: BRIAN DAVIS BDAVIS@LTHP.ORG

Subject Line: Application – Director of Development & Membership

ROLE AND RESPONSIBILITIES

Manage and expand an efficient database of members and sponsors of the organization and its events
 Identify and secure new members, donors and sponsors for the organization and its events
 Develop an effective planned giving program with suitable recognition for donors
 Coordinate details for events (Rambles, Annual Conference, and other special events)
 Prepare press releases and materials for marketing and use during events (brochures, guides, etc.; Coordinate printing and mailing
 Regular correspondence with members and donors – acknowledgment, thank you, membership letters/cards, etc.
 Grant identification, writing and management
 Check P.O. Box regularly (Baton Rouge); Make deposits; Enter Income/Expense codes in QuickBooks; Process credit card payments
 Assist in preparing annual budget for the organization, fundraising goals and implementation plan
 Perform other duties as assigned by the Executive Director

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Degree in Business, Marketing or related field or advanced experience in the area of roles and responsibilities defined above.

REQUIRED SKILLS

Microsoft Office Suite (Excel, Word, Publisher, Pages, etc.); QuickBooks; Social media (Facebook, Instagram, Others); Advanced research, organizational and writing skills; Content production/graphics/communications experience; Proven success with fundraising/grant writing and social engagement.

PREFERRED SKILLS

Experience with WordPress website editing, Photo/video editing software

ADDITIONAL NOTES

The Louisiana Trust for Historic Preservation is the statewide non-profit organization, providing education, technical assistance, advocacy and a revolving fund program. Founded in 1979, our mission is to advocate, promote and preserve historic places representing our diverse culture. We host two Ramble tours, an annual statewide preservation conference, Louisiana’s Most Endangered Places List and Louisiana Preservation Awards. The position is primarily Monday-Friday but occasional evening and weekend work may be required.

The Director of Development and Membership must be focused, driven and creative to produce maximum results and meet budget expectations. They will work from home and communicate on a regular basis with the Executive Director, Treasurer and volunteer committee members.

Please direct questions about the job posting to Brian Davis at bdavis@lthp.org or 318.267.5220

Last Updated By:	Brian M. Davis	Date/Time:	8/30/2022
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