A logo for a garden

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| Title Membership Coordinator Status Full-Time, Exempt | Reports to Senior Director of Development Salary $45,000-$50,000 |

**Cultivate. Connect. Grow.**

The Idaho Botanical Garden (IBG) is seeking a passionate and strategic **Membership Coordinator** to join our team full-time. This role is ideal for someone who enjoys engaging with community members, supporting donor relations, and contributing to the sustainability of a beloved nonprofit rooted in nature and connection.

**About Us**

Nestled in the Boise Foothills, IBG is a 32-acre living museum that connects people, plants, and nature. With 15 acres of cultivated gardens and a 10-acre expansion underway, including an Arboretum Interpretive Garden, Horticultural Therapy Garden, and Scholar Garden. This is a transformative time in our journey.

Our mission: **Cultivate. Educate. Celebrate.** IBG values respect, inclusivity, collaboration, curiosity, and approachability. We foster a coaching-centered culture where team members are trusted, empowered, and celebrated.

**The Opportunity**

As the Membership Coordinator, you will play a key role in supporting donor and member engagement efforts. Reporting to the Senior Director of Development, you’ll help maintain accurate records, coordinate strategic member communications, and track membership metrics such as retention rates and renewal trends. This role is perfect for someone looking to grow their experience in nonprofit development and community outreach.

If you’re a storyteller, strategist, and people-person who’s passionate about nonprofit impact, this is your opportunity to make a difference.

**Key Responsibilities**

**Membership and Donor Support**

* Develop and implement growth strategies for member and donor engagement
* Lead efforts in member cultivation, solicitation, and stewardship
* Implement and execute direct mail and email campaigns to support member communications including new member acquisition campaigns
* Facilitate member-only events
* Represent IBG at events, donor gatherings, and outreach activities

**Development Operations**

* Manage member and donor data and reporting in Altru by Blackbaud
* Oversee membership program budget and track revenue, expenses, and projections
* Coordinate member/donor acknowledgements, renewals, and support inquiries
* Maintain confidentiality and integrity across all financial and relationship data
* Track and report on membership metrics including retention rates and engagement.

**Collaboration & Outreach**

* Work closely with the Senior Director of Development on fundraising initiatives and member engagement strategies.
* Support development-related events and outreach activities.
* Collaborate with other departments to ensure consistent messaging and member experience.

**What You Bring**

* Excellent interpersonal and communication skills
* Strong organizational habits, attention to detail, and strategic thinking
* Experience with member/donor databases (Altru or similar) and Microsoft Office Suite
* Proven ability to manage budgets, timelines, and multiple priorities
* Understanding of nonprofit fundraising best practices and donor engagement
* Creative mindset, initiative, and collaborative spirit

**Requirements**

* Minimum of 1 year experience in nonprofit development, membership, or event coordination
* Familiarity with fundraising software; Altru by Blackbaud preferred
* Experience with email marketing, such as MailChimp, Emma or Constant Contact preferred
* Ability to work occasional evenings/weekends for events or outreach
* Reliable personal transportation and ability to meet insurance requirements

**Why Join Us?**

* **Make an Impact:** Be a key driver of growth and sustainability in a beloved nonprofit
* **Grow Your Skills**: Gain hands-on experience in donor relations and membership development.
* **Enjoy a Supportive Team:** Collaborate with mission-minded teammates in a values-driven culture

**To Apply**

Please submit resume and cover letter, for review to hire@idahobotanicalgarden.org

It is understood that this job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed within this job, but this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

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