



Job Posting - September 1, 2025

Membership Coordinator

Adkins Arboretum is one of the few botanical institutions focused on conserving and promoting the flora of the Mid-Atlantic Coastal Plain. The Arboretum's collection comprises 400 acres of native plant communities in cultivated gardens and successional patterns of meadows, old fields, young hardwood forests, mature bottomland forests, and wetlands.

As a significant natural, educational, and cultural resource, the Arboretum serves as a model for preserving and restoring indigenous plant communities and promoting the appreciation and use of native plants.

By viewing the roles native plants play through the lens of natural history, ecology, and art, Adkins Arboretum seeks to engage a broad audience interested in many aspects of the environment—from habitat for wildlife to ecosystem processes.

The workplace culture is collaborative, creative, and multifaceted. Team members wear many hats and are supportive of each other. Exceptional hospitality and engagement with the Adkins team—staff, volunteers, visitors, instructors, students, program partners, vendors, and everyone we interact with—are paramount.

The Arboretum has a 12-member Board of Trustees, seven full-time employees, additional contract and seasonal staff, and over 50 active volunteers. For more information, visit our website at adkinsarboretum.org.

The **Membership Coordinator** reports to the Director of Advancement and is responsible for the Arboretum's membership program, recording and acknowledging all donations, and supporting the Director of Advancement. These tasks must be completed with impeccable accuracy

and timeliness to reflect Adkins' high standards and respect the confidentiality of all members, contributors, and potential donors, while adhering to the highest ethical standards.

Key engagement areas include:

Membership Program - 40%

- Entering membership payments into DonorPerfect
- Reply to member inquiries
- Produce, print, and mail membership cards
- Produce both email and paper monthly renewal notices
- Create and produce lapsed membership campaigns
- Maintain the DonorPerfect database and produce reports and data as needed
- Monitor the inventory of membership supplies and materials, reorder as required, and assist with budget planning.

Cross-Team Collaboration -10%

- Work with Communications to develop and update renewal communications, membership events, and benefits messaging.
- Partner with Visitor's Services to ensure member questions, feedback, and escalations are resolved effectively to further strong stewardship and support cross-team initiatives.
- Attend team meetings, including weekly briefings and event planning sessions.

Donor management - 10%

- Produce mailing lists for three (2,000+ contacts) mailings per year
- Record and acknowledge donations
- Provide support with gift requests

Corporate Sponsors Program - 10%

- Track and record
- Communicate with current sponsors to renew yearly
- Manage corporate partner benefits (event tickets, banners, etc.)

Bookkeeping - 20%

- Reconcile online transactions from DonorPerfect to QuickBooks
- Pay Bills online and with printed checks
- Reconcile online transactions from Square to QuickBooks
- Bank Deposits

Events - 5%

Serve with coworkers to help create, organize, and staff events. Set up and staff a membership table at select events. Attend other organizations' events as a representative of the Arboretum as needed.

Administrative/Other - 5%

Assist coworkers with various duties and projects, and occasionally support or cover the front desk.

Required Skills:

- Three or more years of experience in nonprofit membership, alumni relations, fundraising, audience or customer engagement, and event coordination roles.
- Excellent organizational and time management skills, with a strong attention to detail and the ability to manage multiple deadlines.
- Accuracy in data processing and budgetary management.
- Confident communicator with strong written, verbal, and interpersonal skills; professional and positive demeanor with ability to collaborate across departments.



- Proficiency in Microsoft Office or Google Workspace; familiarity with DonorPerfect, GiveCloud, and QuickBooks.
- Positive, solutions-oriented mindset with a commitment to high-quality member service and fulfillment in upholding organizational standards.

The Adkins Arboretum is committed to a policy of equal employment opportunity and welcomes a pool of diverse candidates.

Compensation Range - \$46,800 - \$52,650 (based on skills and experience)

Adkins Arboretum offers a competitive and equitable compensation package, striving to support a healthy life-work balance.

Salaried employees work 37.5 hrs/week, receive paid vacation (10 days), sick leave, personal days, holidays, 75% health insurance cost, and a voluntary Simple 401(k) retirement plan with a 3% match. The Arboretum's employment includes a complimentary Adkins Arboretum Membership, 50% plant discount, and participation in the Arboretum's trips and programs.

Applications and Inquiries:

Submit a cover letter and resume with a summary of accomplishments to gtiernan@adkinsarboretum.org.

The selection committee will consider applications on a rolling basis.