

# PRIVATE: MEMBERSHIP COORDINATOR FOR SUSTAINERS

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## Louisville Public Media, full-time

LPM celebrates and connects our community in many ways, from award-winning radio music and reporting on 89.3 WFPL News, 90.5 WUOL Classical, and 91.9 WFPK Independent, to events like WFPK Waterfront Wednesdays, to running Do502, a citywide events calendar. And our community supports us by becoming members of Louisville Public Media. We are adding a membership coordinator to our team to focus on serving and growing the loyal members who provide monthly support.

LPM has the sixth highest percentage of Sustaining members in the country, who give regularly through bank or credit card accounts. We need a membership coordinator who loves what we do for the community and wants to take care of the Sustainers who make our work possible. You'll report to the membership manager and join a team of four.

The Sustaining Membership Coordinator will often be the first person a member talks to, emails, or meets, so the right candidate loves people, is energetic, creative and patient. Our members are like family and share stories about why they love us and why they support us.

You get to join our smart, creative, and fun staff, attend amazing music and cultural events, work with your favorite on-air hosts and, best of all, bring delight to other fans of LPM. You will help ensure that we retain, recapture, engage with and report on monthly donors. You will create successful campaigns and events to gain new Sustainers and reward them.

### Key roles:

- Respond to member calls and emails and solve problems
- Manage and update the member database
- Create emails and special events for Sustainers
- Assist the membership team in on-air and digital membership drives
- Analyze data to judge results of campaigns and offer ideas to improve them

### Key qualifications:

- College education or the equivalent experience.

- Amazing interpersonal and communication skills and a positive, problem-solving attitude.
- Experience using a donor/member database, Microsoft Office, bulk email service and website editor.
- Ability to work some nights and weekends (e.g., events and membership drives.)
- Experience analyzing user response data to evaluate campaigns to win, retain and serve Sustainers.

Applications accepted online only. Please submit a cover letter, your resume and three references to [resume@LouisvillePublicMedia.org](mailto:resume@LouisvillePublicMedia.org).

*Louisville Public Media is an equal opportunity employer that actively seeks diversity in its workplace and offers an excellent benefits package.*

about us	support	our websites	legal
<ul style="list-style-type: none"><li>our story</li><li>mission and vision</li><li>lpm staff</li><li>board of directors</li><li>advisory board</li><li>careers</li><li>latest news</li><li>contact us</li></ul>	<ul style="list-style-type: none"><li>donate now!</li><li>membership information</li><li>update member info</li><li>planned giving</li><li>donate your vehicle</li><li>more ways to support</li><li>volunteer/internships</li><li>business sponsorship</li></ul>	<ul style="list-style-type: none"><li>89.3 wfpl</li><li>90.5 wuol</li><li>91.9 wfpk</li><li>kycir</li><li>do502</li><li>ohio valley resource</li><li>mobile app</li></ul>	<ul style="list-style-type: none"><li>privacy policy</li><li>lpm diversity statement</li><li>reports and filings</li></ul>

## Louisville Public Media: Membership Coordinator for Sustainers

1 message

**Blogtrottr** <busybee@blogtrottr.com>  
To: kwilkinson@louisvillepublicmedia.org

Fri, Aug 4, 2017 at 3:36 PM

### Louisville Public Media

Louisville Public Media



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### Membership Coordinator for Sustainers

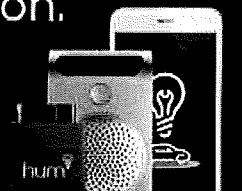
Aug 4th 2017, 19:00, by kwilkinson

Louisville Public Media, full-time LPM celebrates and connects our community in many ways, from award-winning radio music and reporting on 89.3 WFPL News, 90.5 WUOL Classical, and 91.9 WFPK Independent, to events like WFPK Waterfront Wednesdays, to running Do502, a... [Read More](#)

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Smartphone not included.



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# My Edits

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Title

Published

Sections

Items per page

Apply

Title	Editorial section	Type	Published	Last updated ▼
Culture Editor	Jobline	Job Listing	No	3 months 3 weeks ago
Cover the education beat in Louisville	Jobline	Job Listing	No	4 months 3 weeks ago
Managing Editor	Jobline	Job Listing	No	6 months 3 weeks ago
Director of Development	Jobline	Job Listing	No	10 months 1 week ago
15 Engagement Manager for Music Education	Jobline	Job Listing	No	1 year 2 months ago
21 Energy and Environment Reporter	Jobline	Job Listing	No	1 year 3 months ago
18 Membership Coordinator	Jobline	Job Listing	No	1 year 4 months ago

My Workbench  
Title

Add content

Editorial  
section

Type

Hello **Dennis A. Stovall**  
Published Last updated

Log out

updated ▼

20

Reporter, City Beat

Jobline

Job  
Listing

No

1 year 5 months  
ago

16

Digital Sales  
Representative

Jobline

Job  
Listing

No

1 year 5 months  
ago

14

Digital Media  
Representative

Jobline

Job  
Listing

No

1 year 5 months  
ago

13

Public Radio Sales  
Representative

Jobline

Job  
Listing

No

1 year 5 months  
ago

17

Experience Director

Jobline

Job  
Listing

No

1 year 7 months  
ago

19

Investigative Reporter

Jobline

Job  
Listing

No

1 year 10 months  
ago

Investigative Reporter

Jobline

Job  
Listing

No

2 years 6 months  
ago

12

Health Reporter

Jobline

Job  
Listing

No

2 years 7 months  
ago

10

Economy Reporter

Jobline

Job  
Listing

No

2 years 11 months  
ago

Managing Editor - Ohio  
River Project

Jobline

Job  
Listing

No

3 years 3 days ago

11

Data Journalist

Jobline

Job  
Listing

No

3 years 3 days ago

Investigative Reporter

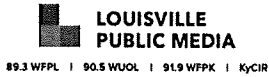
Jobline

Job  
Listing

No

3 years 3 weeks  
ago

Edited something recently and it's not in this list? If a content type isn't revisioned and you didn't create it, it will not show up in this list when you edit it. You can find it in the 'All Recent Content' tab.



Dennis Stovall &lt;dstovall@louisvillepublicmedia.org&gt;

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**Job Posting**

3 messages

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**Dennis Stovall** <dstovall@louisvillepublicmedia.org>  
To: "kba@kba.org" <kba@kba.org>

Thu, Aug 3, 2017 at 12:11 PM

We are searching for a Membership Coordinator.

Could you post the attached ad to your website?

33

Thank you.

**Denny****Dennis A. Stovall, CPA****Chief Financial Officer****619 South 4th Street****Louisville, Kentucky 40202**

502-814-6526 Direct

502-814-6500 Office

dstovall@LouisvillePublicMedia.org



89.3 WFPL | 90.5 WUOL | 91.9 WFPK | KYCIR



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**Ad - Membership Coordinator.doc**

149K

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**Kentucky Broadcasters Association** <kba@kba.org>  
To: Dennis Stovall <dstovall@louisvillepublicmedia.org>

Thu, Aug 3, 2017 at 2:47 PM

Hi Denny,

We are happy to get this posted on the KBA webpage for you. It will appear to the public by COB tomorrow.

Thank you!

-Liza

## Liza R. Livers

*Administrative Assistant*

### Kentucky Broadcasters Association

101 Enterprise Drive

Frankfort, KY 40601

502-848-0426 Option 1

Visit: [www.kba.org](http://www.kba.org)



[Quoted text hidden]

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**Dennis Stovall** <[dstovall@louisvillepublicmedia.org](mailto:dstovall@louisvillepublicmedia.org)>  
To: Kentucky Broadcasters Association <[kba@kba.org](mailto:kba@kba.org)>

Thu, Aug 3, 2017 at 2:56 PM

Thanks Liza.

**Denny**

**Dennis A. Stovall, CPA**

**Chief Financial Officer**

**619 South 4th Street**

**Louisville, Kentucky 40202**

502-814-6526 Direct

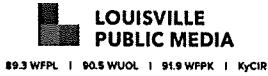
502-814-6500 Office

[dstovall@LouisvillePublicMedia.org](mailto:dstovall@LouisvillePublicMedia.org)



**LOUISVILLE  
PUBLIC MEDIA**

89.3 WFPL | 90.5 WUOL | 91.9 WFPK | KYCIR



Dennis Stovall &lt;dstovall@louisvillepublicmedia.org&gt;

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**Fwd: job posting**

1 message

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**Layla George** <lgeorge@louisvillepublicmedia.org>  
To: Dennis Stovall <dstovall@louisvillepublicmedia.org>

Tue, Apr 18, 2017 at 12:21 PM

Read from bottom up - this tells you how to share it with them. Sarah Stalker can help - sstalker@cnpe.org

**Layla George**  
Director of Development502.814-6534 DIRECT  
502.802.5686 CELL  
LGeorge@LouisvillePublicMedia.org

69



89.3 WFPL | 90.5 WUOL | 91.9 WFPK | KYCIR

----- Forwarded message -----

From: **Layla George** <lgeorge@louisvillepublicmedia.org>  
Date: Thu, May 28, 2015 at 1:14 PM  
Subject: Re: job posting  
To: Sarah Stalker <sstalker@cnpe.org>  
Cc: Darlene Whitney <dwhitney@cnpe.org>

No deadline - thank you so much!!

**Layla George**  
Director of Development  
502.814.6534 office  
502.802.5686 mobile  
lgeorge@louisvillepublicmedia.org

I Listen, I Give, Donate Now!

On May 28, 2015, at 1:01 PM, Sarah Stalker &lt;sstalker@cnpe.org&gt; wrote:

Hi Layla,  
Please send us your posting in a word doc and make sure if there is a deadline to submit resumes it is listed. We will send you the links once it is up. Thanks!

Kindly,

*Sarah****Ps. Have you heard? Check out the article and the interview!***



<http://www.bizjournals.com/louisville/news/2015/03/10/louisville-has-an-eharmony-for-nonprofits-now.html?s=print>

<http://www.wlky.com/news/website-helps-louisville-nonprofits-find-perfect-volunteer-matches/32282438>

Sarah Stalker  
Membership Services Coordinator  
Center for Nonprofit Excellence  
323 West Broadway, Suite 501  
Louisville, KY 40202  
(502) 618-5327 direct  
[www.cnpe.org](http://www.cnpe.org)

On Thu, May 28, 2015 at 12:50 PM, Layla George <[lgeorge@louisvillepublicmedia.org](mailto:lgeorge@louisvillepublicmedia.org)> wrote:  
Hi - Can you all tell me how to post a job on your site? Thanks so much, Layla

<http://louisvillepublicmedia.org/category/job-opportunities/>

**Layla George**

Director of Development  
502.814-6534 office  
502.802.5686 mobile  
[lgeorge@louisvillepublicmedia.org](mailto:lgeorge@louisvillepublicmedia.org)

I Listen, I Give, Donate Now!



**I LISTEN, I GIVE**

**Donate Now!**

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**2 attachments**



emailsignature.png

27K



Membership Associate (1).doc

56K