

# 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

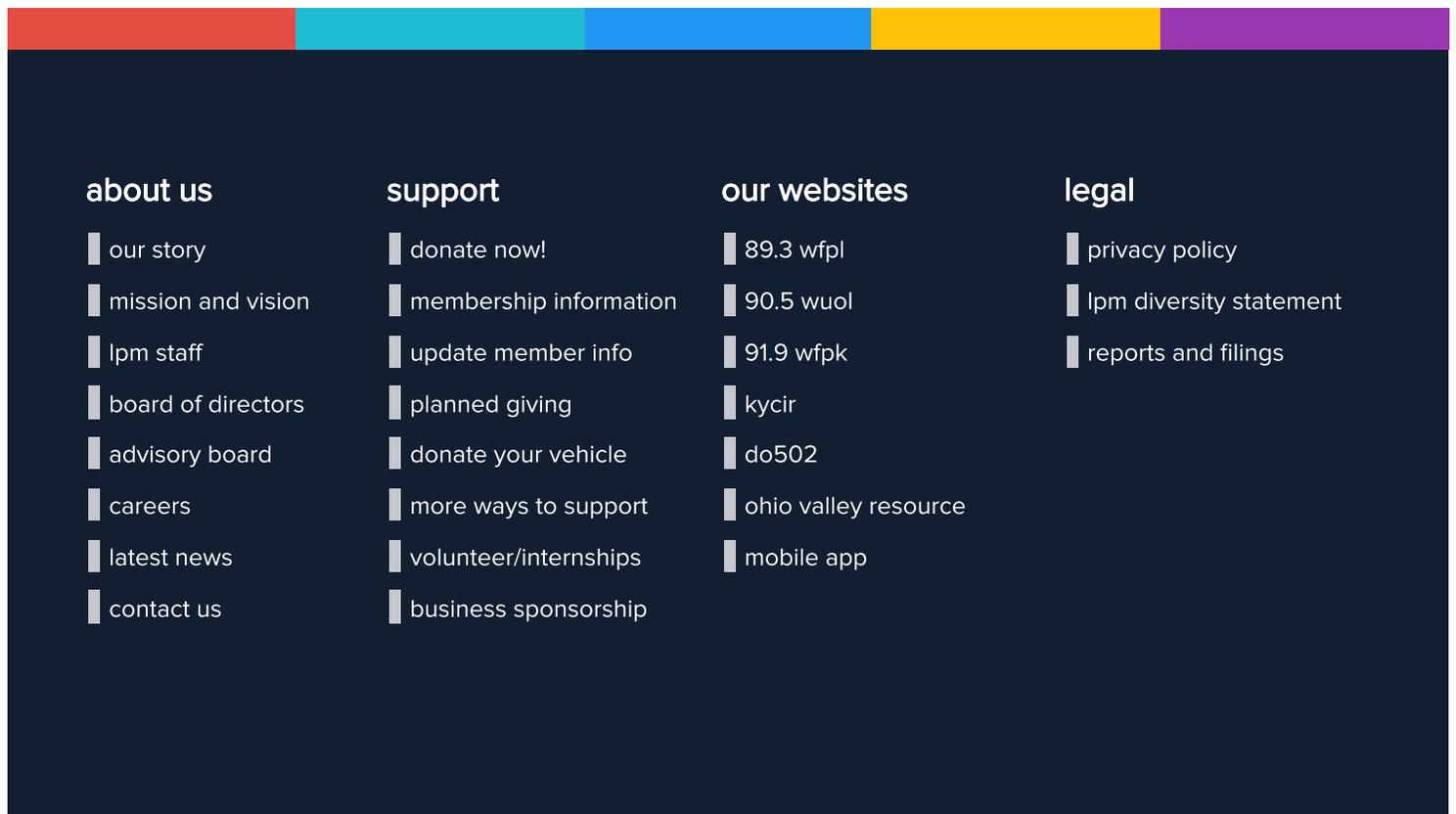
### Key qualifications:

- 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.*



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## 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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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	Published	Hello <b>Dennis A. Stovall</b> Last updated	Log out
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	

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Dennis Stovall <dstovall@louisvillepublicmedia.org>

**Job Posting**

3 messages

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?

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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

 **Ad - Membership Coordinator.doc**  
149K

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)



89.3 WFPL | 90.5 WUOL | 91.9 WFPK | KYCIR



Dennis Stovall <dstovall@louisvillepublicmedia.org>

**Fwd: job posting**

1 message

**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 Development

502.814-6534 DIRECT  
502.802.5686 CELL  
LGeorge@LouisvillePublicMedia.org

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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 <sstalker@cnpe.org> 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/>

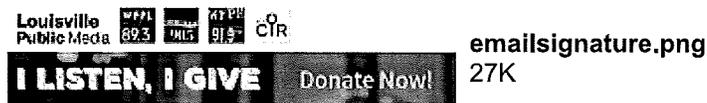
**Layla George**

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

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2 attachments



emailsignature.png  
27K



Membership Associate (1).doc  
56K