

Wethersfield Foundation Position Description Membership & Programs Coordinator

Job Description

Nestled in 1,000 acres of rolling hills in Dutchess County, New York, Wethersfield Estate & Garden was founded in 1937, and is now a non-profit organization devoted to the proper stewardship of land, habitat protection, conservation, culture, and the arts. Wethersfield Estate & Garden is listed on the National Registry of Historic Places.

Wethersfield is seeking a Membership & Programs Coordinator with experience in customer service, membership management, event coordination, CRM systems, and administrative support. We seek an organized, collaborative, and detail-oriented individual who will support the mission of the Wethersfield Foundation.

The Membership & Programs Coordinator will support membership operations, seasonal programming, events, donor engagement, and general office administration.

Membership, Programming & Development Duties

- Manage membership records and communications using Bloomerang CRM.
- Coordinate membership renewals, fulfillment, and member benefits.
- Build and manage the seasonal calendar of programs, events, and membership activities.
- Coordinate logistics and communications for public programs and special events.
- Assist in the planning and execution of fundraising, cultivation, and donor recognition events such as annual luncheon, concerts, children's club, membership events, and related activities.
- Process donations, registrations, and event ticket sales, including acknowledgment letters.
- Prepare reports, mailing lists, and event materials.
- Assist with donor and visitor communications and general development support.

Office and Administrative Duties

- Provide operational and administrative support for daily activities.
- Respond to public inquiries by phone and email.
- Distribute mail and coordinate ordering supplies to support programming and estate.
- Assist with production of visitor, membership, and program materials.
- Maintain organized file system for digital and administrative records.
- Perform additional duties as assigned to support organizational needs.

Qualifications

- Strong written and verbal communication skills.
- Professional, organized, and detail-oriented.
- Strong customer service and interpersonal skills.

- Experience coordinating events, programs, or membership activities preferred.
- Proficiency with Microsoft Office, Google Suite, and CRM databases.
- Ability to manage multiple projects and deadlines.
- Ability to work independently and collaboratively.
- Flexibility to occasionally work evenings and weekends.
- Ability and willingness to perform occasional physical tasks related to events and programming, including setup, breakdown, and moving supplies or materials.
- Graphic design experience a plus.
- Preferred five to ten years' experience in nonprofit or professional office environment.

This is a nonexempt, full-time position located in Amenia, New York. Hourly rate \$25-27. Competitive benefits package including paid time off and 403(B).

Please submit resume, cover letter, and three references to Hillaryhenderson@wethersfield.org