



## Relationship Coordinator Job Description

### The Opportunity

Our growing nonprofit is looking for an enthusiastic Relationship Coordinator to help support our Mission and be part of a close-knit team working to move our 42-year-old nonprofit into its next phase of growth. Reporting to the CEO & President, this new position will support the Connect Pillar of our strategy, which develops our role as the statewide connector on historic preservation. The relationships you will focus on nurturing are with our members, volunteers and donors. This is a part-time role; however a motivated colleague could develop it into a full-time position as memberships and donations grow to support it.

The Relationship Coordinator will be joining us in an exciting time. We are transitioning to a new membership management system, have updated our Mission to focus on telling a more diverse and inclusive history of Florida and created a Regional Council system to bring local preservation support throughout the state. The Relationship Coordinator will also be the primary point of contact for our Regional Council Ambassadors.

### Our Mission

Promote the preservation and the inclusive sharing of the diverse architectural, historical and archaeological heritage of Florida.

### Our Values

- **Member Focused.** We serve our members - external and internal (Board).
- **Trusted.** We keep our word. Our members trust us to support our Mission while serving as responsible stewards, communicators and leaders.
- **Community Oriented.** We are creating a community internally and externally. We work together and support each other to present a cohesive, positive brand for our stakeholders.
- **Inspiring.** We believe in our mission, and pass that on through our work.
- **Inclusive.** We are committed to being an inclusive organization that learns about and responds to the history and needs of a diverse community reflective of all of Florida.

### Position Description

This role will be a key member of the Florida Trust leadership team. The Relationship Coordinator will be the primary point of contact for our Connect strategic pillar, which develops our role as the statewide connector on historic preservation. Membership falls within the Connect pillar, and the Relationship Coordinator will lead the transition to our new membership management platform and serve as the lead in growing



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membership, managing the membership process, providing monthly membership reports and serving as the primary point of contact for membership updates, requests and targeted outreach. The role is responsible for the cultivation, solicitation and stewardship of new and existing donors as well as donor communications and responsibility for managing an annual year-end giving campaign, working closely with our Development Committee to grow donations and gifts to the organization. Additionally, the Relationship Coordinator will support our Regional Councils as the primary point of contact through project management, issue tracking, message cultivation, communications and responsibility for maintaining an ongoing Regional Council dashboard. The Relationship Coordinator will also work closely with the CEO & President to develop and implement a volunteer and internship program. This position is based in the Florida Trust House in Tallahassee, Florida, and requires a candidate who is willing to be a part of a hard-working team that supports each other to assure our organization's success.

## Position Requirements

- Associate's degree; Bachelor's degree preferred
- Three to five years professional experience, with at least two years relevant nonprofit experience, preferably including nonprofit donor and membership database experience
- Excellent writing skills with a proven ability to write membership and/or donor communications, blog posts, letters and other communication content
- Proficiency with Microsoft Office required, preferred experience with web and email marketing platforms
- Ability to handle several projects simultaneously in a dynamic, deadline-driven, member-oriented environment
- Strong interpersonal skills – must be comfortable speaking with donors and members.

## The Ideal Candidate

- Is committed to the organization's mission and historic preservation
- Is an exceptional project manager with strong organizational skills and the ability to work simultaneously on several projects
- Is a strong communicator, both verbally and through the written word
- Is results and action oriented, a self-starter able to anticipate next steps and proactively take actions to meet goals
- Is a team player who others can rely on

## Position Details:

- Job type: Part time



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- Schedule: Monday to Friday, with flexibility (about 20 hours per week)
- Salary: \$18 – \$22/hour, based on experience

## Time Breakdown:

- Relationships with members – 40%
- Relationships with donors – 25%
- Relationships with Regional Councils, Board support and other communications functions – 15%
- Relationships with volunteers, interns – 10%
- General Florida Trust programmatic support – 10%

## To Apply

Please send your resume, cover letter and three professional references to [information@FloridaTrust.org](mailto:information@FloridaTrust.org) with the subject line of Relationship Coordinator.

