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Barbara Allen

OPB Job Opportunity - Membership Giving Coordinator

To HR

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Hello,

OPB is happy to announce that we have a new career opportunity (see below). Please share this information with members of your organization.

Thank you very much!

Barb

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Giving voice to the community. Connecting Oregon and its neighbors. Illuminating a wider world.

OPB Seeks a Professional Experienced in Membership, Fundraising and/or Finance

A savvy database user with an eye for detail and good investigative skills, the Membership Giving Coordinator manages daily gift inflow, ensures that information in the database is entered promptly and accurately, and oversees reconciliation of daily deposits and uploads. The Membership Giving Coordinator will assist with the upcoming database conversion to identify opportunities for improving systems and creating efficiencies.

For more information and instructions on how to apply, go to: <http://www.opb.org/about/careers/>. OPB is an Equal Opportunity Employer.

