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Membership Giving Coordinator

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Summary

OPB is looking for a savvy database user with an eye for detail and good investigative skills to be our Membership Giving Coordinator. This is a full-time, non-exempt, regular status position with benefits.

Position Details

Primary Duties/Responsibilities:

The Membership Giving Coordinator is responsible for managing daily gift inflow, ensuring contribution information in the membership database is

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2017-03-20 - OPB GMST and accurately and overseeing the reconciliation of daily

deposits and uploads. Monitoring gift volume, the Giving Coordinator

collaborates with other staff members who assist with processing as needed, and trains and supervises gift entry temporary help as required. They troubleshoot complex problems and identify opportunities for system improvement in order to implement efficiencies. They also work closely with OPB telemarketing, call center, mailing and payment processing vendors to facilitate timely delivery of accurate donation information.

Working Conditions:

This position spends the majority of time in the office with extensive use of a computer and telephone. There may be some evening or weekend work to help with special events.

Required Qualifications:

- One to two years progressively responsible experience in a membership, fundraising, data management, or financial role.
- Demonstrated experience identifying opportunities for improving systems and creating/implement efficiencies.
- Skill in utilizing databases to investigate and resolve discrepancies, data entry and the ability to manage large volumes of data with a high degree of accuracy and speed.
- Experience in a supervisory or leadership role; training staff, volunteers, or colleagues to manage specific tasks. Detail oriented, highly organized, accurate, able to work with interdepartmental teams and manage multiple concurrent tasks, and able to meet tight

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- Demonstrated proficiency working with spreadsheet, word processing, data manipulation and other software programs.
- Demonstrated ability to work well with diverse personalities and varying levels of knowledge/experience and to interface in a cordial, professional and well-informed manner with OPB donors, staff and vendors.
- Enthusiasm for the mission of OPB.

Preferred Qualifications:

- Bachelor's degree in marketing, accounting, communications, business, or other related field.
- Experience working with non-profits in a fundraising, development or membership role.
- Experience working with Microsoft Access and Salesforce.

To apply:

- Please send an email or letter of interest requesting the instructions on how to apply for this position (Membership Giving Coordinator) to hr@opb.org (<mailto:hr@opb.org>) or OPB Human Resources, 7140 SW Macadam Ave., Portland, OR 97219.
- Instructions on how to apply will be sent within 24 hours of receiving the letter of interest Monday through Friday. If a letter of interest is sent over the weekend or a holiday, application instructions will be sent by the end of the next business day.

OPB values our listeners, viewers and readers and the unique blend of ideas and attitudes that they bring to Oregon and the Northwest. We know it is our responsibility to find those who will further our mission by giving voice to our community in all its diversity, and **we are wholly committed to doing so.**

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2017-03-30 OPB CMS De Application Deadline

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**All application materials are due by:
Feb. 19, 2016, 5 p.m. (Pacific Time).**

If your organization would like to be added to our contact list for future job openings so you can refer qualified applicants, please email us with your contact information at hr@opb.org (<mailto:hr@opb.org>).

OPB is an Equal Opportunity Employer.

Certain federal and state laws require that job applicants be able to view posters or notices describing specific laws that affect employers. These include the Oregon OSHA Job Safety and Health poster (http://www.opb.org/s/docs/about/Oregon_OSHA.pdf), the federal Equal Employment Opportunity poster (http://www.opb.org/s/docs/about/Equal_Employment_Opportunity.pdf), the federal Family and Medical Leave Act (http://www.opb.org/s/docs/about/Family_and_Medical_Leave_Act.pdf) poster and the federal Polygraph Protection Act Notice (http://www.opb.org/s/docs/about/Polygraph_Protection_Act.pdf). Although people viewing this section of [opb.org](http://www.opb.org) may not be job applicants, this is the most readily available location to ensure this information is available to potential job applicants.

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