

Subject: OPB Job Opportunity - Membership Giving Coordinator
Date: Tuesday, February 2, 2016 at 5:10:10 PM Pacific Standard Time
From: Barbara Allen
To: inpm@pdx.edu
CC: HR

Hello Erin,

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

Thank you very much!

Barb

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Barbara Allen | HR Coordinator
7140 SW Macadam Avenue | Portland, OR | 97219
503-445-1885 office | 503-445-1859 fax



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.