

**Subject:** Reminder: OPB Job Opportunity - Membership Giving Coordinator  
**Date:** Thursday, February 18, 2016 at 9:45:01 AM Pacific Standard Time  
**From:** Barbara Allen  
**To:** AllStaff

Spread the word - only TWO days left to apply for the Membership Giving Coordinator position! People need to email us for the instructions to apply, so in order to get the instructions and then get their application in before the deadline (TOMORROW, February 19th at 5 PM), they need to contact us pretty quickly. Let them know that the clock is ticking. Details are below.

As always, please forward the information to anyone you think may be interested, or post it to Twitter, Facebook, LinkedIn, etc. I do ask that if you repost it anywhere, please be sure to let me know (don't forget to include info about where you posted). OPB has to track that information for the annual hiring report we provide to the FCC. Also - if you repost and use hashtags, please include #pubjobs, #mediadiversity and/or #nprjobs.

Thanks,

Barb

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OPB HR Coordinator  
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## **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.