

**Job Detail Information**

<b>Job Information</b>	<b>4374912</b>
<b>Job ID</b>	<b>4374912</b>
<b>Job Title</b>	<b>OPB Seeks Membership Giving Coordinator</b>
<b>Job Description</b>	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.
<b>Salary</b>	OPB is an Equal Opportunity Employer. Hourly plus benefits, DOQ
<b>Type of Job</b>	Full Time
<b>Job Location</b>	Portland, Oregon 97219
<b>Expiration Date</b>	02/19/2016
<b>Job Requirements</b>	
<b>Degrees Wanted</b>	None Required
<b>Majors Wanted</b>	Any Major
<b>Job Targets Wanted</b>	Any Job Target
<b>Special Skills Wanted</b>	
<b>Other Job Requirements</b>	
<b>Company Information</b>	
<b>Company Name</b>	<b>OPB</b>
<b>Employer Web Site</b>	<a href="http://www.opb.org">http://www.opb.org</a>
<b>Company Description</b>	OPB engages people through media with a Northwest style and perspective. We create award-winning content, report news that matters, and curate the best of national and international media. We engage audiences on multiple platforms, accessible from everywhere, at any time. We are recruiting professionals, students and volunteers. Join the conversation.
<b>Equal Opportunity Employer</b>	Yes

