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# Member Retention Coordinator

*This job posting is expired. Because you're logged into the CMS, you get to see it anyway.*

## Summary

OPB is looking for an excellent communicator and savvy database user to focus on retaining existing members. This is a full-time, unrepresented, non-exempt, regular status position with benefits.

## Position Details

### Primary Duties/Responsibilities:

This position coordinates OPB and KMHD acknowledgement, renewal, cultivation and sustainer programs, focusing on retaining as many existing members as possible. This position also coordinates OPB pledge billing and

### Open Positions:

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[Master Control Operator \(/about/jobs/master-control-operator/\)](/about/jobs/master-control-operator/)

[Master Control Operator \(/about/jobs/master-control-operator3/\)](/about/jobs/master-control-operator3/)



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- Adaptable, flexible, able to carry projects forward independently with appropriate direction and judgment.
- Must thrive in a fast-paced working environment, take initiative and balance multiple priorities with speed and accuracy.
- Enthusiasm for the mission of OPB.

### Preferred Qualifications:

- Project management experience.
- Experience managing event logistics, coordinating event teams.
- Experience working with donors in a non-profit environment or high-level clients in a corporate work place.
- Experience in a Development setting.
- Bachelor's degree.
- Experience managing volunteers.

### To apply:

- Please send an email or letter of interest requesting the instructions on how to apply for this position (Member Retention Coordinator) **and where you first learned of this job opening** 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.**

THANKS TO OUR SPONSORS



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## 2017-08-30 OPB CMS De Application Deadline

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**All application materials are due by:  
June 10, 2015, 5 p.m. (Pacific Time).**

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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) (<mailto:hr@opb.org>).

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OPB is an Equal Opportunity Employer.

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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](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](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](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](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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[Planned Giving \(/support/plannedgiving/\)](#)

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[Shop \(http://www.pntrac.com/t/2-26430-54246-51107\)](#)

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[Contest Rules \(/support/drawing/\)](#)

### FCC Public Files (<https://stations.fcc.gov/station-profile/kopb-tv>)

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