



Position Announcement for
Digital Fundraising Coordinator

Summary

OPB is looking for a professional with experience in membership, fundraising or marketing to be our Digital Fundraising Coordinator. This is a full-time, unrepresented, non-exempt, regular status position with benefits.

Position Details

Primary Duties/Responsibilities:

Working with the membership, marketing and digital content teams, this position coordinates the creation, production and delivery of strategic and effective digital communications to members, sustainers, and prospects. The Digital Fundraising Coordinator also tests, troubleshoots and analyzes data in order to continually improve OPB's digital fundraising and coordinates communications with OPB's sustaining members.

Working Conditions:

Most activity takes place in an office environment during regular work hours. Some work takes place in the evenings and at various event venues around the region.

Required Qualifications:

- Two years experience in a marketing, membership, or fundraising role.
- Familiarity with direct response fundraising.
- Demonstrated ability to utilize data to evaluate programs and procedures to inform decision-making.
- Experience working collaboratively with a team to meet goals.
- Strong computer skills including knowledge of excel and databases and a high degree of accuracy when entering and updating data.
- Ability to carry projects forward independently with appropriate direction and judgment.
- Flexibility, excellent customer service, communication (verbal and written) and organizational skills.
- Ability to multi-task, follow instructions and respond to continually shifting priorities in a positive, helpful manner.
- A self-starter with the ability and desire to learn new skills and assume new duties.
- 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:

- HTML, or other web coding skills.
- Copy editing skills.
- Experience with report development or data analysis.
- Excellent writing skills.
- Experience with Team Approach.
- Bachelor's degree.

To apply:

- Please send an email or letter of interest requesting the instructions on how to apply for this position (Digital Fundraising Coordinator) to 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.

Application Deadline

All application materials are due by:
October 1, 2015, 5 p.m. (Pacific Time).