



Position Announcement for  
**Membership Giving Coordinator**

**Summary**

OPB is looking for a savvy database user with an eye for detail and good investigative skills to be our Membership Giving Coordinator. This is a full-time, non-exempt, regular status position with benefits.

**Position Details**

**Primary Duties/Responsibilities:**

The Membership Giving Coordinator is responsible for managing daily gift inflow, ensuring contribution information in the membership database is entered promptly and accurately and overseeing the reconciliation of daily deposits and uploads. Monitoring gift volume, the Giving Coordinator collaborates with other staff members who assist with processing as needed, and trains and supervises gift entry temporary help as required. They troubleshoot complex problems and identify opportunities for system improvement in order to implement efficiencies. They also work closely with OPB telemarketing, call center, mailing and payment processing vendors to facilitate timely delivery of accurate donation information.

**Working Conditions:**

This position spends the majority of time in the office with extensive use of a computer and telephone. There may be some evening or weekend work to help with special events.

**Required Qualifications:**

- One to two years progressively responsible experience in a membership, fundraising, data management, or financial role.
- Demonstrated experience identifying opportunities for improving systems and creating/implement efficiencies.
- Skill in utilizing databases to investigate and resolve discrepancies, data entry and the ability to manage large volumes of data with a high degree of accuracy and speed.
- Experience in a supervisory or leadership role; training staff, volunteers, or colleagues to manage specific tasks. Detail oriented, highly organized, accurate, able to work with interdepartmental teams and manage multiple concurrent tasks, and able to meet tight deadlines.
- Demonstrated proficiency working with spreadsheet, word processing, data manipulation and other software programs.
- 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:**

- Bachelor's degree in marketing, accounting, communications, business, or other related field.



- Experience working with non-profits in a fundraising, development or membership role.
- Experience working with Microsoft Access and Salesforce.

**To apply:**

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

**Application Deadline**

All application materials are due by: February 19, 2016, 5 p.m. (Pacific Time).

