

**Subject:** RE: OPB Job Opportunity - Membership Giving Coordinator  
**Date:** Tuesday, February 2, 2016 at 1:12:55 PM Pacific Standard Time  
**From:** Barbara Allen  
**To:** Lauren Elkanich

Hi Lauren,

Please post to OPB's Twitter as soon as you have a chance.

Thanks!

Barb

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**From:** Barbara Allen  
**Sent:** Monday, February 01, 2016 3:17 PM  
**To:** AllStaff <allstaff@opb.org>  
**Subject:** OPB Job Opportunity - Membership Giving Coordinator

Good afternoon, OPB!

We have a new job opportunity to announce – 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 hash tags, please include #pubjobs, #mediadiversity and #nprjobs.

Thanks!

Barb

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Barbara Allen  
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.