



## **Development Officer Job Posting**

The Historically Black Colleges and Universities (HBCU) Library Alliance is seeking a full-time Development Officer. The Development Officer creates and implements a development plan that details how the HBCU Library Alliance solicits donors and identifies funding sources such as grants, in-kind donations, charitable events, and marketing opportunities. The Development Officer is responsible for raising operating and restricted funding through grant writing to both government agencies and private foundations. The Development Officer will personally solicit for corporate support, donations, campaigns for individual giving, and provides support for membership growth and charitable events.

The qualified incumbent must have strong interpersonal, decision-making and leadership skills as well as excellent verbal and written communication skills. The qualified incumbent must be able to work independently with strong organizational skills. The individual will have knowledge of the HBCU environment, the ability to think analytically as well as analyze data. The qualified individual must have experience in developing and maintaining positive and productive working relationships with senior leadership, board members, staff colleagues and donors. The qualified incumbent must be process-oriented have strong attention to detail and the demonstrated ability to use storytelling in writing. The qualified incumbent should have a minimum of 5 years of progressive professional fundraising experience with a preference in an HBCU environment. The Development Officer must be proficient in MS Office suite, as well as other software programs is required. A Bachelor's Degree or commensurate experience is required.

Resumes may be sent to Amy Williams in Human Resources at [amy.williams@areteconsultinggroup.com](mailto:amy.williams@areteconsultinggroup.com).

The HBCU Library Alliance is an equal opportunity employer.