



## **Program Manager Job Posting**

The Historically Black Colleges and Universities (HBCU) Library Alliance is seeking a full-time Program Manager.

The Program Manager is responsible for working with the HBCU Library Alliance member institutions in identifying services and expanding existing services by partnering with the membership to assess their needs. The position will be responsible for developing program objectives and evaluation systems that align with the HBCU Library Alliance's mission and vision. The Program Manager will work with the Executive Director to cultivate and nurture relationships with for-profit and non-profit organizations to offer leveraged discounts for services to member libraries. This position will also work to identify and recommend non-HBCU institutions to join the HBCU Library Alliance as an affiliate member. This position will be responsible for developing program communication for the Board, staff, and membership.

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, program design and implementation as well as the ability to schedule and coordinate program activities. The individual will have knowledge of the HBCU environment. The qualified individual must have experience in developing and maintaining positive and productive working relationships with senior leadership, Board members and staff colleagues. The individual will have considerable program design and management experience. The qualified incumbent must have progressively responsible library experience or comprehensive knowledge of professional library services. The Program Manager must be proficient in MS Office suite, as well as other software programs as required. A master's degree in a related field, preferably in Library and Information Studies 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.