

**University of Arkansas at Pine Bluff
Project Program Specialist**

The University of Arkansas at Pine Bluff (UAPB) seeks a Project Program Specialist (one-half time) with experience as a professional fundraiser responsible for identifying, initiating, and managing relationships with local businesses, national and statewide corporations and foundations with the goal of obtaining and increasing revenue to support STEM programs at UAPB. Responsibilities of the Project Program Specialist will include prospecting for new funding opportunities especially corporate sponsorships, maintaining relationships with current donors, writing proposals in collaboration with program staff, managing all follow-up and report writing.

The ideal candidate must have a minimum Bachelor's Degree (master preferred) and 5-7 years of progressive corporate and foundation fundraising experience (sales experience may substitute for fundraising experience); experience in successfully developing relationships resulting in significant revenue; excellent written and oral communication skills as well as strong analytical, organizational and listening skills; and follow through while remaining highly energetic and focused. Ability to manage multiple priorities essential. Experience in marketing, publishing, and event planning a plus.

The Project Program Specialist will work in close collaboration with the Vice Chancellor of Academic Affairs, Development Director and STEM administrators, and staff to achieve the fundraising goals of STEM.

Review of applications for the one-half time position will begin March 1, 2010. The position will remain open until filled.

Send State of Arkansas applications to:
Human Resources Department
Mail Slot #4942
1200 North University Drive, Pine Bluff, Arkansas 71601

Applications must include a letter of interest, resume, and names and addresses of three references.

The University of Arkansas at Pine Bluff is an equal opportunity, affirmative action, equal access institution.