

Project Program Specialist

The University of Arkansas at Pine Bluff (UAPB) seeks an experienced 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 (masters 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.

Ability to manage multiple priorities is essential. Experience in marketing, publishing, and event planning a plus.

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

Functions:

- Manage the STEM fundraising activities in a fiscally sound manner by ensuring that the appropriate systems and procedures are in place to support fundraising goals
- Develop, manage and implement special events for cultivation of new prospects and fundraising efforts
- Provide detailed reports about the fundraising progress to the Vice Chancellor for Academic Affairs and Development Director on a regular basis as established by the Vice Chancellor of Academic Affairs and Development Director
- Maintain a proactive, creative leadership role in the identification, cultivation, and solicitation of corporate and foundation contributions
- Cultivate and directly solicit corporate and foundation donors, working with the Vice Chancellor for Academic Affairs, the Development Director, key STEM administrators and staff members
- Develop and maintain close working relationships with the philanthropic community, and corporate donors, sponsors, and volunteers
- Have knowledge and working skills with word processing and spreadsheet software packages, Power Point creation and ability to operate general office equipment (phone, facsimile, copiers)
- Be a team builder with strong skills in management and leadership
- Be a catalyst with vision who can create excitement and energy around STEM programs and encourage others to support the organization
- Have experience in managing people and budgets; ability to work in a hands-on environment with limited resources
- Possess the ability to effectively gain the respect and support of various constituencies, including board and staff members, donors and foundation and civic leaders
- Have a successful track record of personally identifying, cultivating and soliciting individual donors, corporations and foundations
- Have a record of measurable results in organizing and implementing such activities as major gifts, annual gifts, corporate giving, direct mail and special events
- Have a track record as an effective communicator

Qualified individuals must submit an application, résumé with name, address and telephone numbers of three references to:

Human Resources
University of Arkansas at Pine Bluff
1200 N. University Dr., Mail Slot #4942
Pine Bluff, Arkansas 71601

DEADLINE FOR APPLICATIONS: October 17, 2010

Applications accepted Monday thru Friday from 9:00 a.m. to 4:00 p.m.

Applications may be picked up from UAPB Human Resources Office, Room 312 Administration Building. State Applications from the Department of Workforce Services are accepted.

“UAPB is an Equal Employment/Affirmative Action Employer and full participation by Women and Minority Groups is encouraged.”