University of Maryland, College Park
Title: Assistant Director
Functional Title: Assistant Director, Program Development & Advancement
Category Status: 33-Exempt Regular
Applicant Search Category: Staff
Unit: SVPAAP-Nyumburu
Position Number: 124106

Campus/College Information: Founded in 1856, University of Maryland, College Park is the flagship institution in the University System of Maryland. Our 1,250-acre College Park campus is just minutes away from Washington, D.C., and the nexus of the nation’s legislative, executive, and judicial centers of power. This unique proximity to business and technology leaders, federal departments and agencies, and a myriad of research entities, embassies, think tanks, cultural centers, and non-profit organizations is simply unparalleled. Synergistic opportunities for our faculty and students abound and are virtually limitless in the nation’s capital and surrounding areas. The University is committed to attracting and retaining outstanding and diverse faculty and staff that will enhance our stature of preeminence in our three missions of teaching, scholarship, and full engagement in our community, the state of Maryland, and in the world.

Position Summary/Purpose of Position: Nyumburu Cultural Center seeks a dynamic and knowledgeable professional to advance the mission and programming of Nyumburu. A successful candidate will join a leadership team committed to the holistic well-being of students, staff, and faculty who seek out community, guidance, and support as they navigate life at the University of Maryland.

“The mission of the Nyumburu Cultural Center is to promote an understanding of and appreciation for African-American Culture in all of its richness and complexity.” Read more about Nyumburu: http://www.nyumburu.umd.edu/index.html.

The Assistant Director will explore opportunities to interact with current students, alumni, community members, parents, faculty, staff, and stakeholders to create lifelong supporters of the Nyumburu Cultural Center.

The Assistant Director, supervised by the Director of Nyumburu with a dotted line to the Chief Diversity Officer, will create and execute a plan to strengthen and expand programming for the broader campus community: graduate students, transfer students, and students not of African descent. The Assistant Director must be able to engage the multiple identities we inhabit. Nyumburu invites candidates with proven track records in creating (funding) programs which advance understandings of the intersectionality of race, ethnicity, gender, sexuality, immigrant status, religion, and the many other ways in which we identify as individuals and communally.

•The nature of this position requires the ability to work occasional evenings and weekends; some local and regional travel will be expected.

Minimum Qualifications:
EDUCATION & EXPERIENCE
Bachelor’s degree from an accredited college or university and five (5) years’ experience in grant/contract administration, grant writing or related field.

OR

Master’s degree from an accredited college or university and three (3) years’ experience in grant/contract administration, grant writing or related field.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Proven experience writing proposals, tracking program activity, and writing different types of reports.
- Excellent computer skills including database proficiency and productivity software (MS Office, GSuite, etc.).
- Budgeting/financial analysis skills.
- Excellent written and verbal communication and presentation skills.
- Demonstrated commitment to diversity, equity, inclusion and respect.

**Preferences:**

- MBA, MA or Certificate in Not-for-Profit Management, Development, Grants Management, or Student/Alumni Affairs
- A minimum of three (3) years in a higher education setting
- A minimum of two (2) years working with donor databases, grants databases, and search engines
- A minimum of two (2) years working in Student Affairs, African-American Student Centers, Multicultural Centers, Offices of Diversity, Equity & Inclusion, or other offices responsible for campus programming and services.

**Additional Certifications:**

None

**Additional Information:**

Candidates must be able to provide proof of eligibility to work in the USA. No Visa sponsorship is offered for this position.

Posting Number: E0007039
Posting Date: 08/28/2018
Open Until Filled: Yes
Best Consideration Date: 09/21/2018

How to apply: All interested applicants must apply online through ejobs.umd.edu (https://ejobs.umd.edu/postings/63007).

**Physical Demands:**

Sedentary work performed in a normal office environment. Regularly required to stand, walk, sit, reach, lift/move (up to 20 pounds), point, talk, and hear. Ability to attend meetings both on and off campus. Spending long hours in front of a computer screen. Ability to travel domestically. Occasional evening and weekend work may be required.

**Diversity Statement:**

The University of Maryland, College Park, an equal opportunity/affirmative action employer, complies with all applicable federal and state laws and regulations regarding nondiscrimination and affirmative
action; all qualified applicants will receive consideration for employment. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, physical or mental disability, protected veteran status, age, gender identity or expression, sexual orientation, creed, marital status, political affiliation, personal appearance, or on the basis of rights secured by the First Amendment, in all aspects of employment, educational programs and activities, and admissions.