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| C:\Users\rbaynes\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\VJYS08S5\BSU-Logo_Yllw-Flame-Blk-Text (3).jpg | ***OFFICE OF HUMAN RESOURCES***  **POSITION ANNOUNCEMENT** |

# POSITION TITLE Development Specialist

**PERSONNEL STATUS:** PIN/Exempt

**DEPARTMENT:** Institutional Advancement

**OPEN DATE:** September 12, 2014

**CLOSING DATE:** September 26, 2014

**Responsibilities:** Provides staffing for the Office of Institutional Advancement (OIA) activities involving the Board of Visitors, foundations, corporations, and individual donors; implements and maintains systems for prospect research, cultivation, solicitation, and stewardship; formats proposals, foundation grant reports, presentations and other materials intended for OIA audiences; acquires knowledge of Bowie State University’s history and strategic plan tasks related to resources and outreach.

**Qualifications:** Bachelors degree required. Minimum one (1) year professional experience with nonprofit organizations and/or resource development including foundations, corporations, and individual fundraising required. Strong written and verbal communication skills; demonstrated ability to multi-task and work in a fast paced environment; attention to detail, accuracy, and good judgment; must have the ability to travel periodically.

**Condition of Employment**: This position is Title III grant-funded. Employment is subject to available funding.

**SALARY: $53,000 - $62,000**  **Range: I**

**APPLICATION:** Interested and qualified applicants should submit two copies of a cover letter, resume/curriculum vitae, BSU Employment Application, along with a list of at least three (3) professional employment references. **Submissions without an application will not be considered.** Email or mail all documents to:

### Office of Human Resources

**Bowie State University**

**14000 Jericho Park Road**

**Bowie, MD 20715**

**JOBS@bowiestate.edu**

## Bowie State University is an Equal Opportunity/Affirmative Action Employer

*Auxiliary aids and services for individuals with disabilities are available upon request. Please contact the University’s EEO Officer at 301-860-3442*.

To download the BSU application, go to <http://www.bowiestate.edu/files/resources/staff-employment-application.pdf>

***In accordance with the Cleary Act of 2000, you are advised to contact the Bowie State University Campus Police Office for Disclosure of Criminal Incidents that occur on our campus.***