



PRESS RELEASE – For Immediate Release

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The HBCU Library Alliance invites applications for a Program Manager

MCDONOUGH, GA — The HBCU Library Alliance invites applications for a Program Manager. Details are below:

Organization Overview

The Historically Black Colleges and Universities (HBCU) Library Alliance is a vibrant, membership-driven organization representing 93 academic libraries dedicated to empowering HBCUs and their communities. Founded in 2002 and incorporated as a non-profit 501(c)(3) entity in 2006, the Alliance is governed by an elected Board of Directors. The Alliance fosters collaboration, innovation, and resource sharing among its members, promoting the value of academic libraries in higher education.

Mission

The HBCU Library Alliance aims to transform and strengthen its membership by developing leaders, preserving collections, and planning for the future of HBCU libraries.

Position Summary

The HBCU Library Alliance seeks a dynamic, detail-oriented **Program Manager** to play a central role in advancing the organization’s mission and strategic priorities. Reporting to the Executive Director, the Program Manager will strengthen member engagement, manage and evaluate key programs, and support the operational systems that enable the Alliance to function effectively and transparently.

Key Responsibilities:

Program & Project Management

- Oversee the execution and evaluation of Alliance programs and initiatives from concept through completion
- Develop and manage project plans, timelines, budgets, deliverables, and documentation
- Coordinate cross-institutional teams, working groups, and collaborators

- Track progress against goals and ensure alignment with strategic priorities and funder requirements
- Maintain accountability, organization, and reporting across multiple concurrent projects

Member Engagement & Stakeholder Relations

- Cultivate and maintain strong, responsive relationships with Alliance member libraries and partners
- Identify member needs and collaborate with the Executive Director to translate insights into impactful programs and services
- Support convenings, meetings, and working groups that foster collaboration and participation across the network

Communications & Marketing

- Coordinate and disseminate key public- and member-facing communications, including newsletters, reports, digital content, and promotional materials
- Help shape and disseminate the Alliance’s public narrative, highlighting program outcomes, member impact, and organizational achievements through press releases, annual reports, appropriate media platforms
- Translate complex initiatives into accessible, engaging messaging for diverse audiences

Administration & Organizational Support

- Aid in the development of internal systems, reporting, governance processes, and operational workflows
- Assist with project management, scheduling, meeting coordination, and documentation for programs and organizational activities
- Contribute to efficient, transparent, and well-documented administrative practices
- Performs other duties as assigned

Qualifications:

- **Education:** Master’s degree in a related field (e.g., Library and Information Sciences, Business or Public Administration, Nonprofit Management, Communications), or commensurate professional experience.
- **Experience:** 3-5 years of experience in program management, preferably in higher education or nonprofit sectors
- Experience establishing and fostering strong relationships with stakeholders

Skills:

- Progressively responsible experience in a library, nonprofit, or related mission-driven organization
- Demonstrated experience in program design, implementation, and management
- Strong project management, organizational, and time-management skills

- Excellent written and verbal communication skills, including drafting and editing
- Proven ability to develop and maintain positive working relationships with senior leadership, staff, board members, and external partners
- Ability to work independently, exercise sound judgment, and manage competing priorities
- Familiarity with the HBCU or higher education environment
- Proficiency with Microsoft Office Suite
- Experience with customer relationship management (CRM), donor, grant, and communications software
- Comfort working across digital tools and platforms

Compensation:

This is a grant-funded position with salary of \$65,000 annually, accompanied by an excellent benefits package.

Work Environment:

- Fully remote position with periodic in-person meetings or events
- Occasional evening or weekend hours during program cycles

Application Process:

Interested candidates should submit a resume, cover letter, and three professional references to HBCULAHR@hbculibraries.org by February 27, 2026. The HBCU Library Alliance is an equal opportunity employer and encourages applications from individuals of all backgrounds.

Join us in shaping the future of HBCU libraries!

About the HBCU Library Alliance

The HBCU Library Alliance is a consortium that supports the collaboration of information professionals dedicated to providing an array of resources designed to strengthen Historically Black Colleges and Universities and their constituents.

At the heart of the HBCU Library Alliance is the preservation and celebration of our history. Our mission is to strengthen the libraries of HBCUs, ensuring they continue to be valuable resources for generations to come.

Please consider investing by clicking this link: [DONATE](#)

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