

Mellon/ACLS  
PUBLIC FELLOWS PROGRAM 

<b>Job Title:</b>	Development Officer
<b>Organization:</b>	Council of Independent Colleges
<b>Location:</b>	Washington, DC
<b>Stipend:</b>	\$67,500 with health insurance for the fellow, professional development funds, and relocation allowance
<b>Start Date:</b>	August 1, 2018

### ORGANIZATION DESCRIPTION

The Council of Independent Colleges (CIC) is an association of nonprofit independent colleges and universities that works to support college and university leadership; advance institutional excellence; and enhance public understanding of private higher education's contributions to society. CIC is the major national organization that focuses on providing services to leaders of independent colleges and universities as well as conferences, seminars, and other programs that help institutions to improve the quality of education, administrative and financial performance, and institutional visibility. CIC also provides support to state fundraising associations that organize programs and generate contributions for private colleges and universities. Learn more at [www.cic.edu](http://www.cic.edu).

### POSITION DESCRIPTION

CIC seeks a Development Officer to work with the Vice President for Development in CIC's office in Washington, DC. The Vice President is responsible for developing and writing grant proposals and reports, overseeing the operation of grant-funded programs, and cultivating relationships with foundations and corporate sponsors of CIC. The Development Officer will assist with grant-writing, program development, and program management. By the end of two years, the fellow will have experience with the full cycle of grant development, writing, implementation, and reporting. In addition, due to the small size and collaborative culture of CIC, the Development Officer will also gain experience with event planning and implementation, writing and editing, and donor and member relations.

CIC plans to launch three new projects in the humanities over the next two years, and the fellow will have major roles in all three:

- **Humanities Research for the Public Good** will promote research by students who make use of the special library and archival collections at their colleges and universities, make this research better known to the public in their communities, and will help colleges and universities work more closely with cultural and civic institutions. The goals of this project are to demonstrate the applicability of research in the humanities to the public interest, to develop the research skills of undergraduate students in humanities disciplines, and to make special archival holding more likely to be perceived as helpful to the community. During the first year, the Officer will work with a CIC program director to shape the agenda for an opening workshop, identify and invite workshop leaders, work with CIC staff to plan the event, solicit and evaluate applications from CIC member institutions, and plan the next stage of the project. During the second year, the officer will take the lead on planning the closing workshop for the first cohort and coordinating the activities of the second cohort;

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You may *not* contact the host institution to inquire about this position.

- **Preparing College Students for Engagement in Public Discourse** will prepare faculty members who teach freshman-level courses to use the techniques of debate and civil discourse in new or modified courses that are taken by most or all freshmen. A workshop for teams of faculty members (and possibly deans) would be offered, and participation would be selective. The methodology of the workshop would try to take advantage of the small college setting where intellectual exchange should flourish. During the first year of the fellowship, the officer will assist in developing the proposal, and then the materials to support three years of workshops for CIC faculty members. If funding is obtained, during the second year the officer will take the lead in planning the first workshop, including working with conference staff to identify a location, identifying and securing workshop leaders, and planning the workshop agenda;
- **Strengthening Philosophy at Independent Colleges** is a program to provide faculty and curricular development as well as steps to improve the pipeline from the best graduate programs in philosophy to hiring by independent colleges. The officer will assist in the project design, seek funding sources, and research and write a proposal. In addition, the officer will research recent trends and examine best practices in philosophy departments, then develop a project designed to help CIC member institutions strengthen their programs in philosophy and draft the materials for the project; and
- **Other duties**, during both years, will include assisting with research and writing of other CIC grant proposals and reports; writing and editing of materials such as newsletter articles and brochure text; organization and staffing of various CIC programs, especially those for faculty members and academic administrators; and discussions with foundation officers.

## QUALIFICATIONS

### *Required:*

- PhD in the humanities or humanistic social sciences;
- Excellent communication skills, especially in writing and editing;
- Ability to translate ideas into concrete project plans and action items;
- Positive attitude and dedicated sense of urgency in serving CIC member interests;
- Ability to work well individually and collaboratively;
- Eagerness to promote the value of liberal arts education and independent liberal arts colleges; and
- Ability to thrive in a fast-paced, demanding work environment.

### *Preferred:*

- Strong project management skills (and some experience);
- Grant-writing experience; and
- Knowledge of small, independent colleges.

## APPLICATIONS

- Information on the Mellon/ACLS Public Fellows Program:  
[www.acls.org/programs/publicfellows](http://www.acls.org/programs/publicfellows)
- All applications must be submitted through the ACLS Online Fellowship Application System ([ofa.acls.org](http://ofa.acls.org))
- Application deadline: March 14, 2018, 9 p.m. Eastern Daylight Time

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