



BOSTON LIBRARY CONSORTIUM

Program Manager for Licensing and Content

The **Program Manager for Licensing and Content** leads BLC's shared licensing and content strategy, driving consortial acquisitions, licensing, and resource management in alignment with BLC's strategic priorities. This role negotiates vendor agreements, manages collaborative workflows, and fosters shared decision-making across the libraries at BLC's member institutions.

Responsibilities

Shared Licensing and Content Acquisition (50%)

- Lead BLC's shared content portfolio, overseeing licensing, renewals, and acquisition of databases, e-journals, e-books, memberships, and SaaS solutions.
- Negotiate contracts in collaboration with member representatives and BLC's legal counsel to ensure alignment with member needs.
- Partner with BLC's Business Office to manage contracts, purchase orders, and invoicing.
- Serve as the primary liaison for vendors and member institutions—managing onboarding, resolving access issues, and coordinating product updates, trials, and demos.
- Identify opportunities for cost-effective, high-impact consortial agreements aligned with the goals of the Heads of Resource Management (HRM) Committee.
- Administer BLC's ERM platform for tracking agreements, renewals, and shared licensing data.
- Develop model license language with HRM and relevant membership Communities to support both consortial and local negotiations.
- Collaborate with relevant BLC's membership Communities to refine shared configurations, improve functionality and accessibility, and advocate for vendor improvements.

Collections Strategy (40%)

- Partner with HRM and its subgroups to guide shared resource selection and strategic collection development.
- Lead group subscription efforts—securing agreements that reflect the diversity of BLC member institutions.
- Champion diverse and inclusive collections by supporting supplier diversity and content equity.
- Design and implement frameworks to assess the impact of BLC's shared content initiatives.
- Represent BLC in regional and national forums to expand professional networks and enhance visibility of BLC's licensing and collections leadership.

Consortial Leadership and Collaboration (10%)

Rooted in BLC's mission and strategic priorities, this role requires initiative, creativity, and adaptability. The Program Manager plays a central role in shaping organizational practices and leading high-impact, member-centered projects. Additional responsibilities shared across BLC program staff include:

- Launch and lead new initiatives aligned with BLC's strategic priorities and emerging opportunities.
- Support organizational operations, including tracking program metrics for annual reporting,

- contributing to newsletters, and presenting to the BLC Board of Directors.
- Collaborate with program staff to deliver a cohesive and coordinated service portfolio that anticipates and meets member needs.
- Support flagship programs such as the BLC Forum and BLC 101, and participate in long-term strategic planning.
- Engage with partners across the International Coalition of Library Consortia (ICOLC) to share insights and amplify collective impact.

Requirements

- Undergraduate degree and at least 5 years of related experience, preferably in libraries, consortia, or higher education.
- MLIS from an ALA-accredited program preferred.
- Demonstrated expertise in e-resource licensing, contract negotiation, and subscription management.
- Proven experience negotiating and managing licenses at a consortial or institutional level.
- Strong organizational and project management skills to lead cross-institutional initiatives.
- Excellent communication and relationship-building skills, with experience facilitating collaborative work.
- Ability to travel regularly within the Northeastern U.S. and occasionally nationwide.

BLC values diverse experiences and recognizes qualifications earned outside of formal education or traditional employment. Candidates with equivalent experience are strongly encouraged to apply.

Compensation and Benefits

This is a full-time exempt position with a starting salary range of **\$70,000 to \$80,000**. Benefits include:

- Qualified Small Employer Healthcare Reimbursement Arrangement (QSEHRA) for qualified healthcare, dental, and vision insurance premiums and medical expenses.
- 403(b) retirement account with employer contributions of up to 11% of annual salary.
- 22 days paid vacation, plus 14 paid holidays, 2 personal days, and 12 days sick leave annually.
- Professional development funds and educational assistance.
- Flexible work schedule – occasional night/weekend hours may be required.
- Remote work with regular regional travel, primarily to BLC's member institutions and conferences.

Application Process

- Within three weeks of application submission, you will be notified if you have been invited for an initial video interview.
- Within two weeks of completing the video interview, you will be notified if you have proceeded to the final round of interviews.
- Final round interviews will be scheduled in-person, subject to public health recommendations.
- Any offer of employment is contingent upon a review of a background check. Adverse results of a background check do not necessarily preclude an applicant from employment with BLC.

About the Boston Library Consortium

Boston Library Consortium empowers a coalition of libraries in the northeastern United States to share knowledge, infrastructure, and resources at scale. Founded in 1970, BLC's strength lies in its diverse

membership network of public and private universities, liberal arts colleges, state libraries, public libraries, and special libraries united by a commitment to champion innovation through collaboration. For more information, visit blc.org

BLC is an equal opportunity/affirmative action employer. We actively encourage applications from individuals of diverse backgrounds, including but not limited to race, color, creed, ethnicity, national origin, ancestry, age, height, weight, sex, gender identity, sexual orientation, disability, HIV status, marital or domestic partner status, or religious affiliation. All qualified persons are encouraged to apply.