

A major US trade association is seeking a Knowledge Management Specialist to join its Research team. This individual will manage the association library, develop and maintain a database of resources, ensure that appropriate resources reach the right people, and conduct qualitative and/or legal research.

Responsibilities include:

- Manage ACLI's Library, including providing reference services, acquisitions, cataloging, and budgeting.
- Identify, manage, and implement strategies to ensure that information is flowing to the right people in an appropriate way.
- Keep up with and share any new research, articles, books, blog posts, or other publications conferences, as well as seminars or other events which may be of particular interest to ACLI professional staff.
- Compile and catalog a database of materials, data, and research produced by other organizations.
- Identify, acquire, and circulate any books, databases, apps, or other resources which can inform or otherwise support advocacy.
- Establish a formal cataloging and internal lending system.
- Qualitative and legal research to support ACLI advocacy.
- Collect and analyze information on various issues, organize and present the information to ACLI staff as needed, and assist in drafting white papers or other reports which may be shared internally, with member companies, and/or with external entities.
- Quickly learn about the life insurance industry and keep abreast of developments in the industry, and to identify potentially useful new information sources.
- Establish and build relationships with member company Knowledge Managers and Corporate Librarians, think tanks, universities, and government.
- Work closely and collaboratively with peers both within and outside of the Research Department.

This position requires a bachelor's degree in a social science or in library and information science and 3+ years related experience or a Master's degree with 1+ years of related experience. Experience in knowledge management or working in corporate or other special library is especially valued. Demonstrated understanding of library management and/or knowledge management principles. Willingness to acquire deep knowledge of the life insurance industry, life insurance products, retirement security, and issues related to the industry. Excellent written and oral communication skills. Strong presentation skills. Highly organized, conscientious, innately curious, and able to engage clients (i.e. ACLI staff and member companies). Creative problem-solving, willingness to engage colleagues and ability to work under tight deadlines. Able to work alone and as a team player. Build contacts among member company Knowledge Managers and Corporate Librarians, think tanks, universities, and government.

Email or fax resume, references and salary requirements to:

American Council of Life Insurers

ATTN: HR – KMS

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