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MAJOR GIFTS OFFICER
HARVARD BUSINESS SCHOOL
Boston (Allston), Massachusetts
<http://hbs.edu>



HARVARD
BUSINESS SCHOOL

The Aspen Leadership Group is proud to partner with Harvard Business School in the search for a Major Gifts Officer.

Reporting directly to the Senior Director of Major Gifts, the Major Gifts Officer is a key member of the frontline development team, responsible for raising current use, endowment, and capital support at the six-, seven-, and eight-figure level from alumni. As HBS enters the second half of a highly successful fundraising campaign, this is an exceptional opportunity for the accomplished Major Gifts Officer to join a world-class academic institution and support its mission of educating leaders who make a difference in the world.

Founded in 1908, Harvard Business School has evolved to meet the management needs of a changing country and, now, a changing global economy. From the beginning, the significance of the theory and research being developed by the Business School was evident. Communicating the leading business issues of the day began with the publication of the first Harvard Business Review in 1922. Today, nearly 10 million cases are sold internationally every year, consistently expanding HBS's reach.

The HBS community is truly unique. The campus is a workplace that is both beautiful and varied. The faculty and staff are from all over the world, and the School is consistently on the cutting edge of business evolution. To work at HBS is an opportunity to be a part of a community that is passionate about what it does. Most employers will say that they are different, but at Harvard Business School, they really are. HBS is fortunate to straddle the worlds of academia and business, so it tends to operate with a more corporate mentality than you might expect in other academic settings. As one of the middle-sized professional schools within Harvard, HBS is small enough for people to know each other, yet large enough to provide opportunities. Its staff comes from all walks of life, with various levels of experience and education, and this only adds to the richness of the environment.

The External Relations Department at HBS provides alumni with information about the work of the School, its faculty, its graduates, and the impact that their collective body of work has on individuals, organizations, and society, so they can remain constructively connected and be effective ambassadors of the School's mission around the world. The External Relations office also provides alumni and students with multiple touch points with the School and each other to reinforce the powerful role the HBS alumni network plays in supporting career and life objectives of its graduates as well as the leadership role it plays in helping the School deliver on its mission. External Relations is comprised of several areas, including Development, Alumni Relations, Alumni Marketing and Communications, and Business Operations and Finance.

REPORTING RELATIONSHIPS

The Major Gifts Officer will report to the Senior Director of Major Gifts.

PRINCIPAL OPPORTUNITIES

The Major Gifts Officer will join Harvard Business School's External Relations team at an exciting time in the School's history. With Harvard University poised to close its historic university-wide campaign in 2018, HBS has already surpassed its \$1 billion goal, raising meaningful support for each of Dean Nitin Nohria's five priorities—innovation, intellectual ambition, internationalization, inclusion, and integration.

Capitalizing on the momentum of this, the largest business school campaign in higher education, and an alumni engagement effort that has brought thousands of alumni closer to the School, the Major Gifts Officer will seek to deepen relationships among alumni and the School, secure support for new and ongoing funding priorities, and play a key role in developing a robust annual giving culture among alumni with the greatest capacity to give generously.

Under the leadership of Executive Director, Janet Cahill (AMP15), and the highly-skilled management team she has assembled, External Relations is embarking on strategic initiatives and organizational investments that will position HBS as the 21st century world-class model of development and alumni engagement in higher education. Building from a foundation of existing areas of strength in fundraising, communications, and alumni relations, new internal initiatives focused on the lifelong learning and engagement of alumni will enhance the School's ability to best serve its constituents.

PRIMARY RESPONSIBILITIES

The Major Gifts Officer will

- raise current use, endowment, and capital support at the six-, seven-, and eight-figure level from alumni within specified regions;
- be responsible for developing and executing a major gift fundraising strategy to increase giving within their regions;
- manage a portfolio of approximately 200-250 major gift prospects in assigned regions by performing identification, cultivation, solicitation, and stewardship activities;
- facilitate interaction between School supporters and faculty members;
- strategize and coordinate closely with Development staff, External Relations staff, and other campus groups;
- formulate and implement strategies to involve alumni and supporters in key School initiatives;
- achieve annual performance metrics including an annual target of 125-175 in-person donor meetings; and
- be responsible for internal projects or leadership responsibilities for specific HBS priorities and initiatives, including volunteer management, event planning, and/or industry/regional expertise.

KEY COLLEAGUES



Nitin Nohria
Dean

Nitin Nohria became the tenth dean of Harvard Business School on 1 July 2010. He previously served as co-chair of the Leadership Initiative, Senior Associate Dean of Faculty Development, and Head of the Organizational Behavior unit.

His intellectual interests center on human motivation, leadership, corporate transformation and accountability, and sustainable economic and human performance. He and Amanda Pepper collaborated with XPlane in creating the *Paths to Power* video to generate a discussion of the value and importance of leadership in addressing some of society's most pressing problems. In June 2010, in anticipation of a conference he hosted with Rakesh Khurana and Scott Snook, Harvard Business Review launched a six-week blog on how leadership might look in the future.

He is co-author or co-editor of 16 books. His most recent, *Handbook of Leadership Theory and Practice*, is a compendium dedicated to advancing research on leadership based on a colloquium he organized during HBS's centennial celebrations. In *Paths to Power: How Insiders and Outsiders Shaped American Business Leadership*, he chronicles how leaders from different backgrounds—some who could be considered insiders and others who were outsiders—rose to power in American business. This is a companion book to *In Their Time: The Greatest Business Leaders of the 20th Century*, which draws lessons from some of the most celebrated American business leaders of the 20th century. The third book in this trilogy of historical studies of leadership is *Entrepreneurs, Managers, and Leaders: Leadership Lessons from the Airline Industry*.

Dean Nohria is also the author of over 50 journal articles, book chapters, cases, working papers, and notes. He has served as an advisor and consultant to several large and small companies in different parts of the world. He has been interviewed by ABC, CNN, and NPR, and cited in *Business Week*, *Economist*, *Financial Times*, *Fortune*, *New York Times*, and *The Wall Street Journal*. Dean Nohria has taught courses across Harvard Business School's MBA, Ph.D., and Executive Education programs. He also served as a visiting faculty member at the London Business School in 1996.

Prior to joining the Harvard Business School faculty in July 1988, Dean Nohria received his Ph.D. in Management from the Sloan School of Management, Massachusetts Institute of Technology, and a B.Tech. in Chemical Engineering from the Indian Institute of Technology, Bombay (which honored him as a Distinguished Alumnus in 2007). He and his wife live in the Boston area with their two daughters.



Janet Cahill
Executive Director, External Relations

Janet Cahill is the Executive Director of External Relations at Harvard Business School and is responsible for managing all aspects of the School's alumni relations, development, and alumni marketing and communications activities in support of the 80,000+ alumni globally.

Prior to this role, Cahill was the Managing Director, Campaign and External Relations, where she oversaw the many efforts across External Relations and

the School for the current HBS capital campaign launched in 2014. Cahill joined HBS in 2006 as the Director of Alumni Clubs and Associations, and later led the Alumni Marketing and Communications department as the Managing Director. Cahill has worked with many nonprofit organizations over the years and earlier in her career was a sales and marketing executive at companies ranging from NeXT Computer to IBM.

Cahill holds a B.A. in Economics from Princeton University and is a recent graduate of the Advanced Management Program (AMP189) at HBS.



Joanna Bakule

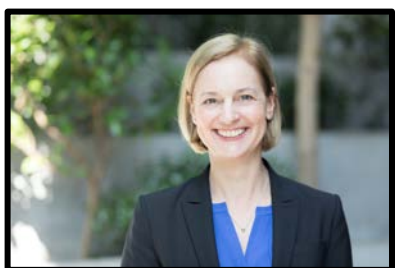
Senior Director, Annual and Reunion Giving

Joanna Bakule has over 20 years of development experience at Harvard University. In July 2017, she took on the role of Senior Director of Annual and Reunion Giving (ARG) in External Relations. She is responsible for leading the ARG team and overseeing class and reunion fundraising activities, leadership giving, identification of emerging leaders, and HBS fundraising volunteer management. From 2011 until joining HBS, Bakule

served as the Executive Director of Campaign and Volunteer Management and Senior Campaign Director for the \$2.8 billion *Campaign for the Faculty of Arts and Sciences* (FAS). Bakule was Director of University Initiatives in the University Development Office (UDO) from 2007-2011, where she raised major and principal gifts for some of Harvard's cross-faculty initiatives, including the Harvard Initiative for Global Health and the Harvard University Center for the Environment.

Bakule began her career at Harvard in the University Development Office from 1995 to 2000 during the \$2.6 billion University Campaign, where she coordinated the development activities of the University President and worked with the national campaign chair and the Campaign Executive Committee. She led annual and reunion fundraising efforts in the Harvard College Fund from 2000 to 2004, including two years as a Deputy Director managing a team of class officers. She also managed a portfolio of major gifts prospects and oversaw the New York Major Gifts Committee for FAS Capital Giving from 2003 to 2004.

From 2004 to 2006, Bakule took a leave of absence from Harvard to serve as a Peace Corps volunteer in Mali, West Africa. As a health education volunteer, she focused on issues related to infant and children's health, including vaccinations, malnutrition, and general disease prevention.



Julia Parrillo

Senior Director of Major Gifts

Julia Parrillo joined External Relations in February 2016 as Senior Director of Major Gifts, a role in which she manages a team of experienced major gifts and planned giving officers based in Boston and focused regionally around the world. From 2011 to 2016 she was Senior Director of Principal Gifts for Science, Engineering, and Technology in the Harvard University Development Office, raising major and principal gifts in support of several

University science initiatives including the Harvard Stem Cell Institute and the Foundations of Human Behavior initiative.

From 2009 to 2011, Parrillo was Assistant Vice President for Resources and Director of Leadership Gifts at Wellesley College. In this role she rebuilt and managed three growing front-line fundraising teams. Parrillo was Assistant Vice President of Campaign and Development at the Dana-Farber Cancer Institute from 2003 to 2009 where her major accomplishments included planning and launching the first \$1B fundraising campaign for a Boston hospital, overseeing Palm Beach events and fundraising, and building the Division of

Development's trustee relations efforts. Parrillo's fundraising career began in 1997 in Harvard's Faculty of Arts and Sciences as Associate Director of the Harvard College Fund, a role in which she managed several record-breaking class fundraising campaigns and worked on special projects. She was later promoted to Deputy Director of Major Gifts in FAS, managing a major gifts portfolio in Chicago and Texas. Earlier in her career, Parrillo spent several years in finance, working in Fidelity Investment's strategic marketing and legal departments.



Josh Merrow

Managing Director, Principal Gifts

Josh Merrow joined External Relations in 1998 as Assistant Director of the HBS Fund, working with multiple classes on their reunion campaigns. Over the course of the next 19 years, Merrow has served in several positions: as a Major Gifts Officer covering New York, Texas, and Asia; as Director of Major Gifts during the School's first capital campaign; as Managing Director of Development, where he oversaw a major reorganization of the front-line staff to a cohort-based team structure; and as Managing Director of Principal Gifts. In that capacity he oversees a small team of Principal Gift Officers and a portfolio of 75 prospects, and he has closed multiple gifts of seven-, eight-, and nine-figures over the course of the \$1.1B+ campaign.

Merrow's career in development began in 1995 at Wilbraham & Monson Academy, where he served as Alumni Programs Director and later as Director of Development. Prior to the three years spent at WMA, he was a teacher and coach at several independent schools in Costa Rica, Switzerland, and Maine, and he received his Ed.M. degree from Harvard in 1995.

CANDIDATE QUALIFICATIONS AND QUALITIES

The successful candidate for the position of Major Gifts Officer should have

- a sophisticated and comprehensive understanding of fundraising principles and practices, and a demonstrated high level of professionalism, collegiality, self-motivation, and success in fundraising;
- excellent interpersonal and communication skills, the ability to process and maintain confidential information, and the ability to develop strong relationships with both internal and external constituencies to promote a positive collaborative spirit across the network of individuals interested;
- ability to motivate, engage, and work with alumni, senior HBS leadership, faculty, and staff and/or similar constituencies;
- demonstrated ability to collaborate, value, and work well with others, with experience successfully managing through influence; and
- strong judgment and adeptness at working both independently and in a team environment.

A bachelor's degree or equivalent experience is required for this position as is seven years of leadership and major gifts experience with a successful track record of closing six- and seven-figure gifts. Experience closing eight-figure successes is a plus. Related transferable experience will be considered. This position requires significant travel.

SALARY & BENEFITS

Harvard Business School offers a competitive salary and a comprehensive benefits package. HBS employs its own Learning and Development Specialist who is available for one-on-one career consultations, and it offers many workshops on its own campus. Additionally, the Center for Workplace Development offers training workshops and the Tuition Assistance Plan benefit allows staff to pursue a degree or certificate, or simply to attend courses through the Harvard Extension School at deep discounts.

LOCATION

This position is located in the Allston neighborhood of Boston, Massachusetts. Adjacent to HBS, the expanded Allston campus connects various Harvard activities and provide opportunities for collaboration across Greater Boston. The University's 10-year master plan for the area calls for the renovation of buildings that bring executives to campus for study and collaboration; the development of parks and social spaces for the University and community; and the creation of 1.5 million square feet of new academic, research, and administrative facilities. The plan meshes Harvard's vision for this campus transformation with the vision that Allston residents have for their own community.

DIVERSITY AND INCLUSION

The Harvard Business School is a community comprised of faculty, staff, students, and alumni all committed to welcoming and accepting individuals from diverse global and local communities. Its staff brings varying ethnic backgrounds, skill levels, education levels, and personal experiences to their work. All of these unique perspectives fit together to create an environment based on the shared values of respect for the rights and dignity of others, honesty, integrity, and accountability for personal behavior.

APPLICATION DEADLINE

All applications must be accompanied by a cover letter and résumé. Before submitting your materials, please read them over for accuracy. Review of applications will begin immediately and continue until the successful candidate has been selected.

To nominate a candidate, please contact Ron Schiller: ronschiller@aspenleadershipgroup.com.

All inquiries will be held in confidence.

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