



**ASSISTANT VICE PRESIDENT FOR FOUNDATION RELATIONS**  
**CARNEGIE MELLON UNIVERSITY**  
**Pittsburgh, Pennsylvania**  
[Carnegie Mellon University](#)

## Carnegie Mellon University

The Aspen Leadership Group is proud to partner with Carnegie Mellon University in the search for an Assistant Vice President (AVP) for Foundation Relations.

Carnegie Mellon University (CMU) seeks an experienced leader for its fundraising partnerships with the regional and national foundation community. The AVP will develop and direct a comprehensive program to secure and sustain funding from private foundations in support of the priorities of the university. The AVP will initiate, design, and execute strategies to engage foundation prospects in the research and education mission of Carnegie Mellon. The AVP will work closely and collaboratively with faculty and advancement colleagues across CMU in developing innovative and multifaceted opportunities to solicit gifts from current and potential foundation partners.

The AVP will have responsibility for supporting the President, Provost, Deans, and other academic leaders as they build connections both within Pittsburgh's foundation community and with national philanthropies, and will lead the development of complex foundation proposals, creating compelling arguments and appropriate budgets. The AVP will supervise a central staff of giving officers as well as collaborate with college and school advancement officers charged with building institutional partnerships.

It is an exciting moment to be joining the Carnegie Mellon community. Founded by Andrew Carnegie, Carnegie Mellon University has been a birthplace of innovation since its founding as an engineering and fine arts school in 1900. It has soared to national and international leadership in higher education and research, especially since 1967 when the Carnegie Institute of Technology merged with the Mellon Institute for Industrial Research to form Carnegie Mellon University. CMU made an early commitment to computer science and information technology, where the university continues to advance discovery and impact. CMU is renowned for its blend of technical rigor and creativity, for its commitment to solving real-world problems, and for its strength in interdisciplinary collaboration. Its alumni have earned distinction around the globe—from Nobel Prize and Turing Award recipients to Tony and Oscar winners, from Wall Street investors to Silicon Valley entrepreneurs, and from world-renowned educators to pioneering researchers.

Carnegie Mellon is ranked as 24th among global research universities, according to the *Times Higher Education World University Rankings*. For more than a decade, CMU has been in the top 25 in the *U.S. News and World Report* rankings. Many of its schools and departments maintain top five national and international rankings.

Beyond its Pittsburgh campus, Carnegie Mellon University's global presence includes campuses in Silicon Valley and Qatar, and graduate degree-granting locations in Los Angeles, New York City, Washington, DC, Australia, Portugal and Rwanda, as well as numerous other research and educational partnerships around the world.

CMU's tenth President, Farnam Jahanian, was appointed in 2018; he is a computer scientist, entrepreneur, and academic leader. President Jahanian's priorities include enrichment of the student experience; providing fresh resources for the fine arts; accelerating work in foundational sciences from the application of machine learning and data science; and supporting a broad array of research in technology and the impact of such innovation on humanity.

President Jahanian is committed to the success of the University Advancement division. In October 2019, he announced CMU's current \$2 billion fundraising campaign, ending in 2024; more than half the goal has already been secured. The Vice President for University Advancement is Scott Mory, who has been with the university since 2015; he has significantly reorganized the Advancement division, leading it to achieve the strongest annual fundraising results in the university's history.

### **REPORTING RELATIONSHIPS**

The Assistant Vice President for Foundation Relations will report to the Senior Associate Vice President for Development.

### **PRINCIPAL OPPORTUNITIES**

The Assistant Vice President for Foundation Relations will join a strong and collegial team of university fundraising professionals at CMU who are committed to advancing the research and teaching mission of private higher education.

The AVP will draw on a strong background in university fundraising to create a program that connects the university's strengths to the needs and visions of private regional and national foundations. They will work closely with faculty and advancement colleagues in many disciplines, and lead a team dedicated to succeeding at this work. This will be a highly visible role at the university and in the region, providing an opportunity to represent the university in its foundation fundraising in diverse contexts.

As the leader of an important segment of the University Advancement program, the AVP will have a chance to create an innovative program to link foundation thought leaders with CMU faculty and researchers. As a top 25 U.S. undergraduate institution, CMU is regarded as one of the world's most agile and innovative research partners. It is a world leader in such fields as engineering, computer science, artificial intelligence, business, data science, and many other areas of scientific and scholarly focus that are highly relevant to the needs of the world today. This is an opportunity to make connections that lead to impact on a wide array of social, economic, environmental and technological challenges.

### **PRIMARY RESPONSIBILITIES**

The Assistant Vice President for Foundation Relations will

- serve as an active member of University Advancement division's leadership and collaborate with academic and administrative leadership and peers to achieve division-wide goals;
- ensure the coordination of college- and school-based foundation relations units along with the central foundation relations fundraising program to maximize engagement and fundraising results;
- ensure foundation fundraising goals and strategies for each unit and program are developed and implemented;

- develop strategic, proactive relationships with foundations as well as identify foundation interests and align them with university priorities;
- work successfully with faculty across a broad range of academic disciplines and translate and shape complex research projects and university priorities into compelling fundraising proposals;
- identify prospects and develop and propose strategies for the solicitation of gifts from foundations including identifying volunteers, senior administration, and trustee contacts;
- be accountable for developing and achieving fundraising goals, plans, and objectives for an assigned portfolio as well as prepare and present reports for university officials and external audiences;
- work with university leaders, faculty, and staff to write foundation proposals for the solicitation of established prospects and provide guidance and assistance with the preparation of proposals to others;
- identify and analyze information pertinent to relationship development with potential foundations;
- manage an appropriate portfolio of foundation prospects that have the ability to make grants of \$1 million or more; and
- stay updated on CMU faculty research initiatives, findings and aspirations, especially as they relate to business and company interests.

#### UNIVERSITY LEADERSHIP



**Farnam Jahanian**

**President**

**Henry L. Hillman President's Chair**

Farnam Jahanian was appointed the tenth president of Carnegie Mellon University by its Board of Trustees in March 2018. He was previously the university's provost and later served as interim president from July 2017 to February 2018.

A nationally recognized computer scientist, entrepreneur, public servant and higher education leader, Jahanian brings to CMU extensive leadership and administrative expertise, not only in advancing research and education within and across disciplines, but also in translating research into technologies and practices that benefit society.

He first joined CMU as vice president for research in 2014, where he was responsible for nurturing excellence in research, scholarship and creative activities. In his role as provost and chief academic officer from May 2015 to June 2017, Jahanian had broad responsibility for leading CMU's schools, colleges, institutes and campuses and was instrumental in long-range institutional and academic planning and implementation.

Prior to coming to CMU, Jahanian led the National Science Foundation Directorate for Computer and Information Science and Engineering (CISE) from 2011 to 2014. He guided CISE, with a budget of almost \$900 million, in its mission to advance scientific discovery and engineering innovation through its support of fundamental research. Previously, Jahanian was the Edward S. Davidson Collegiate Professor at the University of Michigan, where he served as chair for Computer Science and Engineering from 2007 to 2011 and as director of the Software Systems Laboratory from 1997 to 2000.

Jahanian has been an active advocate for how basic research can be uniquely central to an innovation ecosystem that drives global competitiveness and addresses national priorities. His highly influential research on internet infrastructure security formed the basis for the internet security company Arbor Networks, which he co-founded in 2001 and where he served as chairman until its acquisition in 2010.

Jahanian serves as chair of the National Research Council's Computer Science and Telecommunications Board (CSTB), sits on the executive committee of the U.S. Council on Competitiveness, and is a board member of the National Center for Women and Information Technology (NCWIT). He is also active with the World Economic Forum, serving as co-chair of Global University Leaders Forum and as a member of the Internet of Things Council through WEF's Centre for the Fourth Industrial Revolution.

Jahanian holds a Ph.D. in computer science from the University of Texas at Austin. He is a fellow of the Association for Computing Machinery, the Institute of Electrical and Electronic Engineers and the American Association for the Advancement of Science. He lives in Pittsburgh with his wife, Tris. They have three children: Dan, Thomas and Sara (a CMU senior majoring in statistics and data science).



**James H. Garrett, Jr.**

**Provost**

**Thomas Lord Professor of Civil and Environmental Engineering**

James H. Garrett, Jr. was named provost and chief academic officer of Carnegie Mellon University in January 2019.

As the university's chief academic officer, Garrett is responsible for leading CMU's schools, colleges, institutes and campuses and is instrumental in institutional and academic planning and implementation.

A member of the faculty since 1990, James H. Garrett, Jr. became Dean of Carnegie Mellon University's College of Engineering in 2013. Immediately prior to that, he spent six years as head of the Department of Civil and Environmental Engineering.

Garrett is Carnegie Mellon plaid through and through, having received his B.S. ('82), M.S. ('83), and Ph.D. ('86) degrees in Civil and Environmental Engineering from the institution. He joined the faculty of the College as an assistant professor in 1990 and was promoted to full professor in 1996. Garrett has served in other administrative roles including Associate Dean for Graduate and Faculty Affairs (2000-2006) and Acting Dean (2004), as well as faculty co-director of the Smart Infrastructure Institute, a research center aimed at developing sensing technology for construction and infrastructure systems

Throughout his research career, Garrett focused on how sensors and data analytics can make our cities more adaptive and efficient. This approach aims to give built infrastructures the ability to detect and report on problems directly to the humans charged with maintaining those structures, allowing for more proactive and cost-effective infrastructure management.

Among his many recognitions and awards, in 2018 Garrett was awarded the title of Distinguished Member of American Society of Civil Engineers, the highest honor available to Civil Engineers.



**J. Michael McQuade, Ph.D.**

**Vice President for Research**

J. Michael McQuade is Carnegie Mellon University's vice president for research, providing leadership for the university's research enterprise and advocating for the role that science, technology and innovation play nationally and globally.

From 2006 to 2018 he served as senior vice president for Science & Technology at United Technologies Corporation (UTC). At UTC, McQuade's responsibilities included providing strategic oversight and guidance for research, engineering and development activities throughout the business units of the corporation and at the United Technologies Research Center, focused on a broad range of high-technology products and services for the global aerospace and building systems industries.

McQuade held senior positions with technology development and business oversight at 3M, Imation and Eastman Kodak. He served as vice president of 3M's Medical Division and president of Eastman Kodak's Health Imaging Business. His early career at 3M was focused on research and development of high-end acquisition, processing and display systems for health care, industrial imaging and remote sensing. He has broad experience managing basic technology development and the conversion of early stage research into business growth.

McQuade holds Ph.D., M.S. and B.S. degrees in physics from Carnegie Mellon University. He received his Ph.D. in experimental high-energy physics for research performed at the Fermi National Accelerator Laboratory on charm quark production.

McQuade served as a member of the President's Council of Advisors on Science and Technology and of the Secretary of Energy Advisory Board and is a member of the Defense Innovation Board.

### UNIVERSITY ADVANCEMENT LEADERSHIP



**Scott Mory**

**Vice President for University Advancement**

Scott Mory is Carnegie Mellon University's Vice President for University Advancement. He is responsible for overseeing the university's overall advancement efforts and for building partnerships with all of CMU's philanthropic and volunteer communities, including university alumni, parents and friends; charitable foundations; and corporate donors.

Appointed in 2015, Scott works closely with administrative and academic leadership to develop advancement plans and resources to fulfill the university's potential and to support its continued ascent. He also leads the Advancement Committee of the Board of Trustees. One of his initial accomplishments was creating a framework of chief development officers in each college.

Prior to joining CMU, Scott served as Associate Senior Vice President and Campaign Director at the University of Southern California, managing the day-to-day activities of the Campaign for USC, a historic effort to raise \$6 billion. He joined USC in 2007 as Associate Senior Vice President for Alumni Relations, a position he held until his promotion to campaign director in 2012.

Prior to USC, Scott served as Assistant Vice President for Alumni Relations and Annual Giving at George Washington University. He also was an adjunct professor in the university's law school, teaching a first-year course on legal research, writing and oral advocacy.

Scott holds a bachelor's degree from the George Washington University and a Doctor of Jurisprudence from the George Washington University Law School.



**Pam Eager**

**Senior Associate Vice President for Development**

Pam Eager is the Senior Associate Vice President for Development at Carnegie Mellon. Her responsibilities include leading the leadership, principal and planned giving, international development, and foundation relations programs. She is also a key member of the campaign planning team. Since joining the university in 1991, Pam has served in a number of roles including Director of Development for the College of Engineering, Director of Major Gifts, and Assistant Vice President for Individual Giving. Prior to joining the staff at Carnegie Mellon, Pam worked at BASF Corporation, an

international chemicals producer, in market development, product management, and corporate strategic planning. Pam holds a B.S in chemical engineering and an MBA, both from Carnegie Mellon.

### **PREFERRED QUALIFICATIONS**

Carnegie Mellon University seeks an Assistant Vice President for Foundation Relations with

- the demonstrated ability to relate well to, and understand the needs and interests foundations to strengthen their engagement with the university;
- a strong track record in designing, implementing, and executing foundation fundraising strategies that have resulted in significant increases in financial support and engagement;
- a proven commitment to diversity and inclusion in developing staff and in the implementation of university programs and services;
- success in managing collaborative relationships with colleagues inside and outside the university, and the ability to communicate effectively with diverse constituencies;
- skill in utilizing data and technology to build, implement and evaluate strategic plans and new initiatives;
- an interest in all aspects of education and a dedication to promoting the university's priorities through developing excellent working relationships with faculty, senior academic leaders, trustees, company executives, and alumni;
- personal belief in the mission, goals, and objectives of private higher education;
- the ability to initiate, follow through, analyze, monitor, and evaluate programming;
- excellent written communication and oral presentation skills; and
- experience supervising professional and support staff and leading a team toward a common goal, emphasizing collaboration, respect, and high performance.

A bachelor's degree is required for this position, as is at least 7 to 10 years of experience in foundation or institutional fundraising, preferably within a higher education fundraising setting. A master's or doctoral degree is preferred. The Assistant Vice President may travel to remote locations and must possess and maintain a valid driver's license.

### **DIVERSITY, EQUITY, AND INCLUSION**

Carnegie Mellon University is a richly varied community, united in the pursuit of excellence. The students, faculty, and staff of Carnegie Mellon University represent all 50 states and over 65 nations, bringing together a wealth of perspectives, identities, backgrounds, and cultures. This diversity is its strength and its obligation, as every community member contributes unique strengths to the education and research that change the world.

In a world that continues to struggle with bias and inequality of opportunity, Carnegie Mellon University strives to better represent the variety of the human condition, and to better support all students, faculty, and staff. As a community devoted to rigorous analysis and creative approaches to real-world problems, CMU has both the tools and the responsibility to address these challenges. It will continue to cultivate a welcoming culture, improve programs, recruit and retain world-class talent, and become a leader and champion for best practices. This is core to its mission.

## SALARY AND BENEFITS

Carnegie Mellon University offers a competitive salary and a wide variety of benefits and programs designed to meet the needs of its faculty and staff members. From its health and welfare plan offerings to tuition benefits and competitive retirement plans, CMU is committed to providing benefits that support its staff through every stage of their career at CMU.

## LOCATION

CMU is based in the vibrant city of Pittsburgh, Pennsylvania, consistently ranked among the most livable cities in the U.S. Pittsburgh continues to place high on many “best of” lists, ranking among the top 25 college towns in the US., top 5 cities for millennials, and an attractive location for home buyers and food lovers. Situated at the intersection of three rivers, with mountains and lakes nearby, Pittsburgh provides rich access to outdoor activities, a lively cultural and culinary landscape, an active professional sports scene (ranked as #1 football city in the U.S.), diverse and historic neighborhoods, and affordable housing.

## APPLICATION INSTRUCTIONS

All applications must be accompanied by a cover letter and résumé. ***Cover letters should be responsive to the mission of Carnegie Mellon University and the position of Assistant Vice President for Foundation Relations.*** Review of applications will begin immediately and continue until the successful candidate has been selected.

*To apply for this position, visit:*

[Assistant Vice President for Foundation Relations, Carnegie Mellon University.](#)

*To nominate a candidate, please contact Tim Child:*

[timchild@aspenleadershipgroup.com.](mailto:timchild@aspenleadershipgroup.com)

Carnegie Mellon University is an Equal Opportunity Employer/Disability/Veteran and offers a diverse environment with a flexible benefits package, including a generous retirement plan, tuition remission, and paid time off policy, as well as many professional development, health and wellness opportunities.

*All inquiries will be held in confidence.*