



Frederick S. Pardee School of Global Studies

Assistant Dean, Development & Alumni Relations

Boston, MA

Boston University's Frederick S. Pardee School of Global Studies (BU Pardee) seeks an entrepreneurial and collaborative Assistant Dean, Development & Alumni Relations (Assistant Dean) to lead fundraising and alumni engagement at an exciting time of momentum and transformation. The next Assistant Dean at the Pardee School will build upon a strong foundation and partner with an inspirational new dean in service of Pardee's visionary and urgently relevant global mission. This is an excellent opportunity for an enterprising development leader to join an institution at the outset of a campaign that will propel ever-more ambitious achievement.

Established in 2014 and dedicated to the idea of "Advancing Global Human Progress," the Pardee School seeks a future with peace that lasts, development that works, and knowledge that transforms. The Pardee School of Global Studies builds on several of the oldest and proudest BU traditions: a commitment to being global, to cutting-edge scholarship that helps us understand the world, to a productive and practical engagement with the world, and to preparing a generation of leaders motivated and empowered to make the world a better place. Pardee focuses on the kind of tough, knotty issues that transcend borders and which call upon multiple knowledge bases and skill sets for successful resolution. No matter the field of focus—international health, economics and development, diplomacy, foreign policy, human rights, security, or climate change—Pardee prepares students to tackle pressing issues that are global in scope.

In partnership with Pardee's Dean and Assistant Vice President for School Development Lara Brown de Fuenmayor, the Assistant Dean will be chiefly responsible for systematically engaging and soliciting a larger group of individual prospects who have potential to make significant philanthropic contributions to the School. Serving as a member of the Dean's leadership team, the Assistant Dean will mentor and provide strategic guidance to two staff members.

The Pardee School has a unique cross-collaborative identity, which nourishes fertile networks of leaders. The next Assistant Dean at Pardee will continue to build and inspire pride and community among loyal Pardee constituents. The development program at Pardee is built on a strong legacy but still nascent, providing the next Assistant Dean with a solid base and significant runway to grow the program, shaping the future of the School alongside a new Dean, a warm and excited community of alumni and friends, and with eager and committed team members.

The successful candidate will be an inspiring leader and an effective advocate with all constituents. The Assistant Dean will work closely with other school- and centrally based colleagues to execute a comprehensive fundraising and engagement strategy for the School. The Assistant Dean will maintain the strong partnership between Pardee and centrally based staff, encouraging a culture of collaboration and cooperation.

The successful candidate will have at least eight years of directly applicable experience, including management of a comprehensive development program within a complex academic setting. The Assistant Dean will possess a collaborative and collegial style, strong work ethic, and enthusiasm for the mission and goals of the Pardee School and the broader University. A bachelor's degree is required. In accordance with its core values and mission, BU is especially interested in recruiting members of diverse communities and individuals with a commitment to multiculturalism.

Frederick S. Pardee School of Global Studies

Born in 2014 out of the generosity and vision of BU alumnus and benefactor Frederick S. Pardee, the school that now bears his name had been preparing for its opening from the day Boston University opened its doors—literally. The idea of “being global” has always been a fundamental part of Boston University’s DNA: from the foresight of the University’s very first President, William Fairfield Warren, who initiated the first international exchange program for BU graduates, to global engagement being placed as strategic priority in the university’s current [strategic plan](#), BU has affirmed this commitment.

BU Pardee School brings together what was the Department of International Relations and seven centers and institutes of regional and thematic studies. The Pardee School currently offers nine graduate programs, two graduate certificates, five undergraduate majors, and eight undergraduate minors. It has a core faculty of 45 and around 150 affiliated faculty, including multiple Ambassadors, a four-star general, a Nobel Peace Prize winner, and advisors to the United Nations and G20, among many other distinctions. It is home to nearly 1,000 undergraduate and graduate students and more than 11,000 alumni, both domestic and international. The Frederick S. Pardee School of Global Studies is Boston University’s youngest school, but it is built upon the foundation of one of BU’s oldest and proudest traditions: a commitment to be global.

The BU Pardee School seeks to distinguish itself as a new model for a school of global studies. A 21st century model that blends liberal arts and professional education, that places a premium on area and regional knowledge, that is deeply integrated with the entirety of the university and its intellectual resources, that builds upon a commitment to interdisciplinary ideals, and that is dedicated to the idea of “Advancing Human Progress.”

Lara Brown de Fuenmayor

Assistant Vice President, School Development

Lara Brown de Fuenmayor joined Boston University as Assistant Vice President for School Development in March 2022. In this role, she leads the development and alumni relations teams at The Pardee School of Global Studies, The School of Law, Questrom School of Business, The School of Social Work, The School of Theology, The School of Hospitality Administration, and The College of General Studies and partners with the team at The Metropolitan College. Prior to this role, Lara was assistant dean for advancement for NC State University’s College of Natural Resources and president of the NC State Natural Resources Foundation. She previously served for 10 years as assistant dean for external relations in the School of Public Policy at the University of Maryland, College Park. She has also held development positions at Johns Hopkins University and INSEAD.

Lara earned her B.A. in French Interdisciplinary Studies from Bryn Mawr College in Pennsylvania, and her Master’s in International Economics and Management from SDA Bocconi School in Milan, Italy.

Development & Alumni Relations at BU

With an endowment valued at approximately \$3.35 billion, BU has a legacy of endowment giving in support of faculty chairs and student scholarships. The university is currently raising approximately \$200 million in annual philanthropic support. There are approximately 345,000 known prospects and more than 400,000 living alumni; the alumni giving rate is approximately 10 percent.

BU's [Board of Trustees](#) and President Brown are invested in the future of BU and are planning to launch a comprehensive fundraising campaign in the coming years. The last campaign for BU, [Choose to Be Great](#), which closed in 2019, raised \$1.85 billion for the university.

Development & Alumni Relations (DAR) comprises a team of 250 professionals in principal and major gifts, foundation relations, annual giving, alumni engagement, and operations, including stewardship, database management, and prospect research. DAR harnesses the power of philanthropy to make an excellent education accessible and welcoming to all, and to advance BU's global leadership in research, scholarship, artistic creation, and professional practice. To support their work, DAR has built—and is continuing to build—an outstanding team of dynamic, mission-driven advancement professionals who constantly strive to create an environment where everyone belongs. It's not just a job, but a career and a community.

DAR values:

- **Teamwork, transparency, and mutual respect**, because we value every member's contributions and know that leadership can come from anywhere
- **Diversity, equity, inclusion**, and a commitment to ensuring that each of us knows we belong here
- **Integrity** in how we work and how we treat one another
- **Strategic thinking and curiosity** in the relentless pursuit of fresh approaches and measurable results
- **Continuous growth and improvement**, both as individuals and as a team
- **Joy and shared appreciation** for working hard toward goals that matter

To hear directly about what it's like to work in DAR at BU, visit: www.bu.edu/dar-talent/voices-of-dar.

Assistant Dean, Development & Alumni Relations, Frederick S. Pardee School of Global Studies

Reporting to the Assistant Vice President for School Development (AVP), the Assistant Dean for Development & Alumni Relations at the Pardee School will work with the Dean of the Frederick S. Pardee School of Global Studies, the Vice President for Development, the AVP, DAR staff, and volunteer leaders to create, plan, advance, and implement a wide range of fundraising activities, strategies, programs, and priorities in advance of the University's next comprehensive campaign and in support of the Pardee School's strategic plan.

Essential Duties

- Actively maintain a portfolio of major and principal gift prospects and cultivate, solicit, and steward them on behalf of the Pardee School of Global Studies. Craft and present proposals for major/principal gift solicitations and prepare other fundraising materials to be used to maximize philanthropy for the Pardee School's key strategic priorities. Actively direct all facets of Pardee School's fundraising initiatives.
- Play the primary role in managing and tracking specific fundraising initiatives as agreed by the Dean and

Assistant Vice President in accordance with the University's and the School's strategic plans. Work with the Dean and directly manage the School's Dean's Advisory Board. Work closely with board members to maximize their philanthropy to the School's key strategic funding priorities.

- Serve as the Frederick S. Pardee School of Global Studies information resource for Development and Alumni Relations. Provide communication about specific departments and programs as well as overarching School-wide initiatives. Coordinate with Major Gift Officers, Planned Giving Officers, Principal Gift Officers, and the Office of Alumni Engagement in their activities on behalf of the Pardee School and assist with linkage to the School's faculty and staff as needed to advance prospect activity.
- Serve as member of the Frederick S. Pardee School of Global Studies' senior leadership team representing DAR in certain School administrative meetings and via other assignments as deemed critical to the fundraising and alumni engagement agenda as set by the Dean and the AVP. Serve as key external spokesperson for the School.
- Manage, oversee, and provide mentorship for the Associate Major Gift Officer that directly supports the Pardee School DAR team. Supervise the office, budget, and fulfill administrative duties as required by DAR, the Frederick S. Pardee School of Global studies, and BU-wide operating procedures.

Experience and Qualifications

The ideal candidate will bring many of the following professional qualities and experiences:

- A Bachelor's degree
- More than eight years of direct experience
- Strong development credentials including a proven track record of building and developing a high-level portfolio
- Outstanding and successful experience as a fundraiser, including comprehensive management of major and principal gifts prospects
- Effective experience in enlisting and interacting with senior-level leadership volunteers and committees
- Excellent written and oral communication and presentation skills
- Superb judgment and the sensibility to adjudicate wisely among competing priorities
- A disposition to listen and circulate widely
- Outstanding interpersonal skills
- Exceptional reasoning, problem-solving, and analytical skills, including an ability to translate ideas and concepts into clear, actionable steps
- Superb organizational skills and the ability to multi-task
- Ability to work independently as well as collaboratively with team members
- Energy and stamina, self-confidence and humility, a strong sense of purpose, a tolerance for ambiguity, and a sense of humor
- Extensive travel, nights and weekends required.



Location

This is a Boston-based position. BU's campus is located in Boston's Fenway-Kenmore neighborhood. Nestled between the beautiful Charles River and historic Fenway Park (home of the Boston Red Sox), BU's location is ideal for a healthy contemporary lifestyle. Boston is a vibrant city steeped in history with diverse neighborhoods, a rich arts and culture scene, and a legacy of education, innovation, and ideas.

DAR provides a hybrid work schedule, offering employees the opportunity to work two days per week from home, if circumstances allow. More information about the university's remote work policy is available here: www.bu.edu/hr/lifebu/remote-work.

Compensation

Compensation is highly competitive. Boston University offers a comprehensive [benefits package](#), which adds significantly to the employee's total compensation.

Interested in Learning More?

Boston University has partnered with Talent Citizen to assist in this recruitment. Please contact President Tracy D. Welsh and Senior Associate Rachel K. Partin to share your resume and cover letter via email at: bu-par@talentcitizen.com.

Boston University is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to race, color, religion, sex, age, national origin, physical or mental disability, sexual orientation, gender identity, genetic information, military service, or because of marital, parental, or veteran status or any other characteristic protected by law.

If you require a reasonable accommodation in order to complete the employment application process, please contact the Equal Opportunity Office at 617-353-6474 or druckman@bu.edu.

About Boston University

Boston University is an international, comprehensive, private research university, committed to educating students to be reflective, resourceful individuals ready to live, adapt, and lead in an interconnected world. Under the leadership of [President Robert A. Brown](#), the University's 17 Schools and Colleges generate new knowledge to benefit society.

BU remains dedicated to its founding principles: that higher education should be accessible to all and that research, scholarship, artistic creation, and professional practice should be conducted in the service of the wider community—local and international. These principles endure in the University's insistence on the value of diversity, in its tradition and standards of excellence, and in its dynamic engagement with the City of Boston and the world.

Boston University comprises a remarkable range of undergraduate, graduate, and professional programs built on a strong foundation of the liberal arts and sciences. With the support and oversight of the Board of Trustees, the University, through its faculty, continually innovates in education and research to ensure that it meets the needs of students and an ever-changing world.