



## Assistant Dean, Development & Alumni Relations, Arts & Sciences *Boston, MA*

Boston University's College and Graduate School of Arts & Sciences (BU CAS) seeks an intellectually curious, strategic, and inclusive Assistant Dean, Development & Alumni Relations (Assistant Dean) to lead fundraising and alumni engagement activities that will elevate advancement capabilities at a time of visionary ambition and transformational achievement. The next Assistant Dean at CAS will build upon a strong foundation, engaging all members of the CAS community in development efforts in ways that reflect the collaborative and enterprising culture that exists across Boston University.

Established in 1873, CAS is the heart of BU. Graduates are prepared to create and adapt, to be thoughtful leaders, thinkers, and doers, able to envision a better future and poised to make it happen, using their liberal arts and sciences educations. That mission underpins the strategy for the future of Arts & Sciences at BU, outlined in the new [strategic plan](#), which is grounded by the goal of utilizing this broad education to build a more just, equitable, and sustainable world. The strategic plan provides ripe ground for the Development and Alumni Relations team to be innovative and opportunistic in identifying prospects, implementing strategies, and cultivating, soliciting, and stewarding major gifts as the University enters an ambitious multi-billion-dollar comprehensive fundraising campaign. With more than 100,000 alumni, CAS is the largest College within Boston University. Its size is a defining asset: CAS is a large college, within an even larger university. How the community works together, makes connections, builds neighborhoods, and collaborates with each other is interwoven throughout every priority and initiative.

In partnership with CAS Dean Stan Sclaroff 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 College. Serving as a member of the Dean's leadership team, the Assistant Dean will mentor and provide strategic guidance to three staff 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 College. The Assistant Dean will maintain the strong partnership between CAS and centrally based staff, encouraging a culture of collaboration and cooperation.

The successful candidate will have at least twelve 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 CAS 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.

## College and Graduate School of Arts & Sciences

Arts & Sciences stands, and serves, at the very heart of Boston University. Faculty members draw on the full range of arts and sciences perspectives to understand humanity's present and past; to discover, create, and innovate; to educate students to be informed, adaptable, lifelong learners and leaders; and to be a connected, empowered, inclusive community. This community asks and seeks to answer the tough questions, accounting for the human dimension, and thinking ethically and critically.

The CAS community is broad, diverse by any definition, and connected by imagination and action. CAS currently offers nearly 50 graduate programs, more than 70 undergraduate majors and minors, and more than 2,500 courses in the humanities, natural and social sciences, and mathematical and computational sciences. There are 530 distinguished, tenure-track faculty committed to exemplary teaching, rigorous scholarship, and cutting-edge research, who assure a rich academic journey across the liberal arts and sciences.

The college and graduate school value the diversity of mind that each unique student brings with them to BU. CAS believes that diversity of thought and background furthers the College's mission to serve the public good through education, research, and discovery. CAS strives to foster a diverse, inclusive, and accessible environment, in which all people are, and feel themselves to be, respected as moral equals engaged in a common pursuit of expanding the boundaries of knowledge and creativity.

### Dean Stan Sclaroff

#### Dean of Arts & Sciences, Professor, Computer Science

Stan Sclaroff is the Dean of Arts & Sciences at Boston University. He joined the Arts & Sciences faculty in 1995. He has served as the Chair of the Department of Computer Science (2007–2013), Associate Dean of the Faculty for Mathematical & Computational Sciences (2015–2018), and Interim Dean of Arts & Sciences (2018–2019). He was appointed Dean of Arts & Sciences in 2019.

Dean Sclaroff holds a faculty appointment in the Department of Computer Science in the College of Arts & Sciences, and an affiliated faculty appointment in the Department of Electrical & Computer Engineering in the College of Engineering. A globally respected scholar in the areas of machine learning and artificial intelligence, he developed one of the internet's first content-based image retrieval systems, among a host of field-defining innovations. He has published extensively in dozens of premier scholarly journals and is an elected fellow of the Institute of Electrical and Electronics Engineers and the International Association for Pattern Recognition. He received his B.S. from Tufts University with majors in Computer Science and English, and he received his S.M. and Ph.D. from the MIT Media Lab.

### 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 College and Graduate School of Arts and Sciences, Chobanian & Avedisian School of Medicine, College of Engineering, Frederick S. Pardee School of Global Studies, Questrom School of Business, and School of Law. Prior to this role, Lara was assistant dean for advancement for North Carolina 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 \$3.4 billion, BU has a legacy of endowment giving in support of faculty chairs and student scholarships. The university is currently raising approximately \$225 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 the university's executive leadership team are invested in the future of BU and are mobilizing for a comprehensive fundraising campaign, which is currently in the quiet phase. 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 255 professionals in principal, international, and major gifts, foundation relations, annual giving, alumni engagement, talent management, and operations, including stewardship, data analytics and applications, and prospect research and management. As BU prepares for another campaign, DAR is reinvigorating its approach to prospect management and analytics. DAR has recently added a Prospect Information Strategies team that is incorporating prospect analytics and predictive modeling to the work of DAR that includes information and process flows around prospect, portfolio, and pipeline development. They have also added resources to the leadership annual giving and donor experience teams, underpinning the major gifts pipeline with growth in the breadth and depth of the donor base. These are just a few of the exciting areas of investment in staff and resources aimed at supporting the ramp up into the next campaign.

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](http://www.bu.edu/dar-talent/voices-of-dar).

## Assistant Dean, Development & Alumni Relations, Arts & Sciences

Reporting to the Assistant Vice President for School Development (AVP), the Assistant Dean will work with the Dean of the College and Graduate School of Arts and Sciences, the Vice President for Development, the AVP, the Development and Alumni Relations (DAR) staff, and volunteer leaders, to create, plan, advance, and implement a wide range of fundraising activities, strategies, programs, and priorities as part of the University's next comprehensive campaign and in support of the College's strategic plan.

### Essential Duties

- Actively maintain a portfolio of major and principal gift prospects and cultivate, solicit, and steward them on behalf of CAS. Craft and present proposals for major/principal gift solicitations and prepare other fundraising materials to be used to maximize philanthropy for the College's key strategic priorities. In partnership with the Dean, manage the CAS Dean's Advisory Board. Work closely with board members to maximize their philanthropy to the College's key strategic funding priorities.
- Manage, oversee, and provide mentorship for the associate director, senior major gift officer, and development coordinator. Supervise the office, manage a budget, and fulfill administrative duties as required by DAR, CAS, and BU-wide operating procedures.
- 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 College's strategic plan. Serve as the College's information resource for Development and Alumni Relations. Provide communication about specific departments and programs as well as overarching College-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 Arts and Sciences and assist with linkage to the College's faculty and staff as needed to advance prospect activity.
- Serve as member of the College's senior leadership team representing DAR in faculty meetings and other assignments as deemed critical to the fundraising/alumni relations agenda by the Dean and the Assistant Vice President. Serve as a key external spokesperson for the College.

### Experience and Qualifications

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

- Proven ability to work within an environment that values diversity, equity, and inclusion and with people from a broad range of interests and backgrounds
- A Bachelor's degree
- More than 12 years of relevant experience
- 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
- Entrepreneurial in nature: creative, self-starting, and oriented toward action and results
- 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 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](http://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-adcas@talentcitizen.com](mailto:bu-adcas@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](mailto:druckman@bu.edu).*

*Please note all newly hired staff and faculty, will need to be in compliance with Boston University's COVID-19 Vaccination and Booster [Requirement](#) within 30 days of date of hire. You must upload your vaccine documentation or request a medical or religious exemption ([instructions](#)). For further information on the University's response to COVID-19, please visit the [Back2BU site](#).*

## 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.