



AMERICAN ACADEMY OF ARTS & SCIENCES

"The American Academy is one of the few institutions trusted to bring the best of private sector thinking, academic thinking, business thinking, and creative thinking to our most important national problems."

– **Roger W. Ferguson, Jr., President and Chief Executive Officer, TIAA-CREF**

Chief Advancement Officer

Cambridge, MA

Founded in 1780, the American Academy of Arts & Sciences is one of the nation's oldest and most prestigious learned societies and independent research centers. The Academy's research draws on the enormous intellectual capacity of its 4,600 Fellows and 600 Foreign Honorary Members, who are among the world's most prominent thinkers in the arts, sciences, and humanities. Their studies focus on science, technology policy, global security, the humanities, culture, social policy, and education. The Academy's "scholar-patriots" have brought the arts and sciences into constructive interplay with the leaders of both the public and private sectors for over 230 years.

Now in its third century, the Academy continues to mobilize the intellectual resources needed to anticipate, examine, and confront the critical challenges facing our society. To continue fulfilling its mission, the Academy of Arts and Sciences is currently seeking a sophisticated and experienced Chief Advancement Officer (CAO). The CAO will be a member of the senior management team and report directly to the President. The CAO will lead the strategy, development and implementation of all charitable giving, philanthropic activities, communications, and government and community relations. The successful candidate must demonstrate excellent communication, managerial, and interpersonal skills. S/he must be able to provide dynamic leadership and technical expertise to the advancement needs of the institution. S/he will also be required to represent the Academy to internal and external constituents. A high level of personal integrity, diplomacy, discretion, and tact are necessary for this role.

ABOUT THE AMERICAN ACADEMY OF ARTS & SCIENCES

The American Academy of Arts & Sciences is an independent policy research center that conducts multidisciplinary studies of complex and emerging problems. The Academy addresses local and global issues through its elected members, who are leaders in the arts, the sciences, the business community, and public affairs. The Academy's independence enables it to help shape public policy, contribute to intellectual debates, and advance the life of the mind.

Since its founding, 11,000 fellows and foreign honorary members have been elected to the Academy. From the start, membership has focused on "thinkers and doers," including not only scientists and scholars but also writers, artists, and representatives from the political and business sectors. Over time, Academy fellows have included such notables as George Washington, Edward R. Murrow, Jonas Salk, Eudora Welty, and Edward K. (Duke) Ellington. Foreign honorary members have included Charles Darwin, Jawaharlal Nehru, and Alec Guinness. The Academy's most recent class includes Jeff Bezos, Founder and Chairman of Amazon; Hilary Rodham Clinton, U.S. Secretary of State; Clint Eastwood, Actor and Director; Melinda French Gates, Philanthropist; Midori Goto, Violinist; Robert Iger, Chairman, Walt Disney Company; Paul McCartney, Singer and Songwriter; and Judy Woodruff, Co-Anchor and Senior Correspondent, PBS NewsHour.

The Publishing of *Daedalus*

Founded in 1955 as the *Journal of the American Academy of Arts and Sciences*, *Daedalus* is widely regarded as one of the world's leading intellectual journals. This quarterly journal draws on the enormous intellectual capacity of Academy.



THE HOUSE OF THE ACADEMY



First housed in the Philosophy Chamber of Harvard College the Academy then shared quarters with the Boston Athenæum, and later the Massachusetts Historical Society. In 1904, it moved to 28 Newbury Street and remained there until 1955. The Academy remained there until 1981 when the Academy's first permanent home was completed at 136 Irving Street in Cambridge.

Made possible through the vision and generosity of Edwin Land, the House of the Academy was created to provide an intimate home for scholarly thought. Its award-winning design, by the architectural firm Kallmann McKinnell & Wood, incorporates many metaphors, borrowing elements from ancient Greek cities, Renaissance Tuscan villas, and the 20th-century American and British Arts and Crafts style. The House now stands as a "House of the Mind," the American Academy's national headquarters, and a center for scholarly exchange.

THE AMERICAN ACADEMY OF ARTS & SCIENCES TODAY

Today, the American Academy of Arts & Sciences is a center for nonpartisan studies on contemporary issues with four major goals:

1. Promoting service and study through analysis of critical social and intellectual issues and the development of practical policy alternatives.
2. Fostering public engagement and the exchange of ideas with meetings, conferences, and symposia, bringing diverse perspectives to the examination of issues of common concern.
3. Mentoring a new generation of scholars and thinkers through the "Visiting Scholars Program" and "Hellman Fellowship Program."
4. Honoring excellence by electing to membership men and women in a broad range of disciplines and professions.

The American Academy of Arts & Sciences is being assisted in this recruitment by Development Resources, *inc.* All resumes and questions should be sent to Napolitano@driconsulting.com.

THE AMERICAN ACADEMY OF ARTS AND SCIENCES LEADERSHIP

The Board of Trustees

Louis Cabot is the Chairman of the Board of Trustees. He was previously the President and Chairman of the board at Cabot Corporation, and is currently the Chairman of Cabot-Wellington, LLC, a family investment office. He has served as Chairman of the Brookings Institution and the Federal Reserve Bank of Boston, as well as Director of the U.S. Chamber of Commerce. He has served on many additional boards, including New England Telephone, Owens Corning Fiberglas, R.R. Donnelley, Wang Laboratories, Arthur D. Little, Northeastern University, Boston Museum of Science, Woods Hole Oceanographic Institution, Island Institute, Conservation International, Harvard Board of Overseers, the MIT Corporation, and the National Academy of Sciences Presidents' Circle.

The Academy President

Leslie Berlowitz became President of the Academy in 2010. She is the first woman to hold the position of CEO and the second to be President. Prior to joining the Academy, she was Vice President at New York University. She has also served as an advisor to the National Endowment for the Humanities, the Corporation of Yaddo, the National Humanities Alliance, and the Robert Wood Johnson Foundation. She was elected a Fellow of the American Academy in 2004 and was named an honorary Doctor of Humane Letters by Northeastern University in 2011.

Since joining the Academy, Dr. Berlowitz has led the Academy's Strategic Plan "2001 and Beyond" and the development of the Initiative for the Humanities and its Humanities Indicators. She has created a network of more than 50 University Affiliates to work with the Academy on issues vital to the higher education community. She has established two residential fellowship programs for young scholars: the Visiting Scholars Program and the Hellman Fellowship in Science and Technology Policy. She has organized task forces on science and energy policy, one of which prepared the Academy's 2008 report, *ARISE: Advancing Research In Science and Engineering: Investing in Early-Career Scientists and High-Risk, High-Reward Research*. In 2011, in response to a request from the U.S. Congress, Dr. Berlowitz announced the creation of the Academy's Commission on the Humanities and Social Sciences. The Commission was formed to recommend specific steps that government, schools and universities, cultural institutions, businesses, and philanthropies can take to bolster teaching and research in the humanities and social sciences, fields that are critical to culture, education, and to America's economic competitiveness. Dr. Berlowitz is a graduate of the Fieldston School and earned her undergraduate and graduate degrees from New York University and Columbia University.

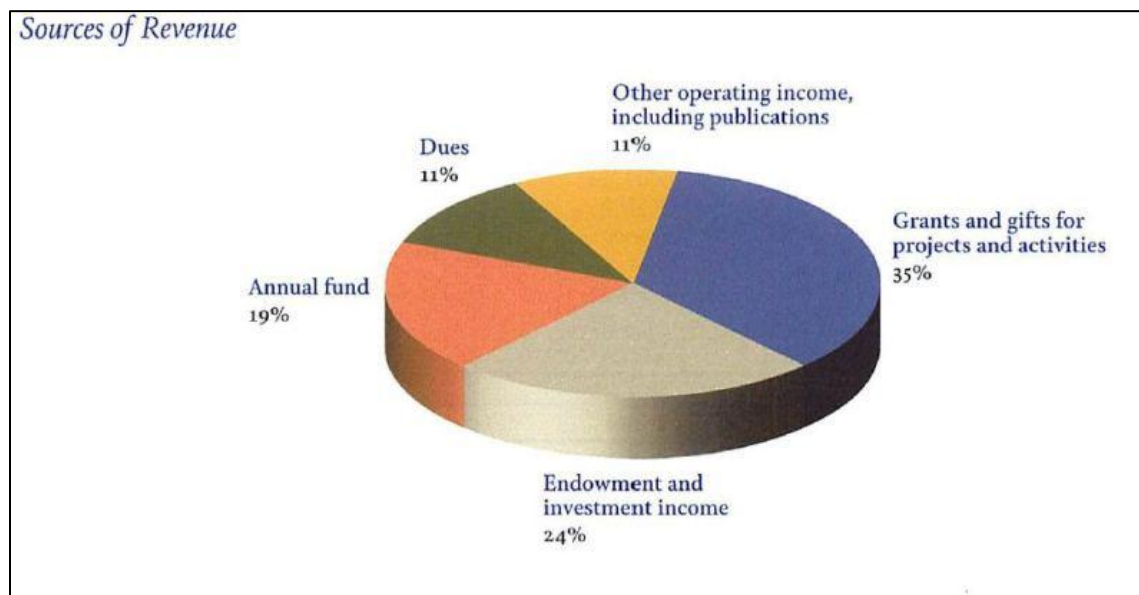
DEVELOPMENT HIGHLIGHTS

During Dr. Berlowitz' tenure, the Academy's operating budget has more than doubled, supported by a substantially expanded and improved development program. In 2012, Phase One of a \$50 million comprehensive campaign was successfully completed. Phase Two of this effort is currently underway with a \$50 million goal. In order to accomplish the priorities set forth in the Academy's strategic plan (an expanded research agenda, enhanced publications, and increased outreach), the organization must establish a more secure financial base.

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This will be accomplished by growing endowment and expendable funds, increasing capital funds for infrastructure improvements, and increasing general operating support from a successful Annual Fund program. Foundation funding also remains a critical element in the success of the Academy's research program. Foundation grants, including many from the nation's largest educational foundations, have been essential to funding major Academy initiatives and projects, often with multi-year grants.

From the Academy's 2011 Annual Report



IMPORTANT RELATIONSHIPS

The Chief Advancement Officer will work closely with the President, the Board of Trustees, senior leadership, and Fellows to develop and build financial support for, and brand awareness of, the Academy. The Chief Advancement Officer will serve as a key member of the senior management team and will play a major role in decisions affecting institutional strategy, resource allocation, and execution to realize the development and communication goals of the Academy.

KEY RESPONSIBILITIES

The Chief Advancement Officer must have at least 15 years of progressively responsible professional experience in the advancement field. Experience with fundraising for higher education within a well-established development program is strongly desired, as well as experience leading an effective public relations program in the non-profit sector. Candidates must understand the full spectrum of fundraising activities, including annual programs, planned/deferred giving, individual giving, corporate giving, and foundation giving. The ideal candidate will be an exceptional writer and relationship-builder with demonstrated experience in fundraising strategy, public relations, strategic communications, and community and governmental affairs.

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Responsibilities include:

Fundraising

- Oversee the Academy's development program by creating and implementing short- and long-term strategies to identify, cultivate, solicit, and steward individual, corporate, and foundation donors and prospects.
- Garner an in-depth understanding of the Academy and its development priorities to craft and direct a long-term, comprehensive institutional advancement plan.
- Work collaboratively with the senior leadership team in strategic planning, goal-setting, and implementation of advancement programming.
- Develop and maintain effective systems and record-keeping procedures for the development program, including donor tracking systems and gift recording and reporting systems.
- Ensure that plans are implemented, goals are achieved, timely reports are generated, information is shared, and that fundraising is done in the most efficient and cost-effective way.
- Plan and oversee special events related to the cultivation and solicitation of donors and prospects.
- Stay abreast of philanthropic, economic, social, and educational trends related to fundraising, ensuring that staff members are informed of changes in legislation and other trends or initiatives that might impact giving.
- Write and edit development-related publications.

Communications

- Direct and execute communications, outreach, and marketing strategies to include public relations, website, email newsletters, printed materials, and social media
- Identify and implement internal and external opportunities to promote and enhance the reputation and visibility of the Academy, its projects, and its leadership.

Government and Community Relations

- Develop and sustain working relationships with policymakers, including association and community stakeholders, as well as government and elected officials at the local, state, and federal levels.

IDEAL EXPERIENCE

The ideal candidate will have:

- A Bachelor's degree and a minimum of 15 years of successful experience in advancement.
- Significant experience leading staff and all aspects of a comprehensive advancement operation, including resource development, marketing and communications, and membership.
- Outstanding writing and editing skills, with experience delivering clear and persuasive oral and written communications.
- A record of success in organizing and implementing financial goals and strategies, analyzing and identifying problems, and formulating creative solutions.
- The ability to conceptualize, plan, and implement a strategic approach to building relationships and securing philanthropic support from individuals, including:
 - Setting realistic goals.
 - Developing strategies for prospects.

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- Prioritizing activities.
 - Soliciting gifts.
 - Orchestrating the involvement of volunteers and institutional leadership.
- Experience developing solid working relationships with senior leadership teams, board members, volunteers, donors, and other stakeholders across an organization.
- Experience in Internet-based fundraising strategies, social media, and other electronic communications and marketing strategies.
- Demonstrated ability to multi-task, remain organized and flexible, meet deadlines, and prioritize job responsibilities.

PERSONAL CHARACTERISTICS

The ideal candidate for the Chief Advancement Officer will possess the following attributes and experience:

- Ability to present him/herself as an articulate, polished and sophisticated individual.
- Ability to interact comfortably with high-level individuals and groups.
- A track record as a strong relationship-builder capable of building rapport and being respectful with all types of people.
- A high degree of loyalty to colleagues;
- Superior communication skills and willingness to share information readily and concisely.
- Ability to listen as well as gives advice while remaining respectful of the abilities of others.
- Comfort working in a collegial environment and appreciation of the work of the Academy's members
- Strong analytical, organizational, and planning skills.
- Decisive and resourceful approach with the ability to anticipate and act on events and opportunities in an appropriate manner.
- Energetic and hands-on approach to developing and executing a variety of fundraising activities ranging from the routine to the highly creative and visible.
- Commitment to the highest standards of professionalism and excellence, while also bringing a sense of humor.
- Ability to inspire trust and foster an environment that encourages staff to listen to others and learn from their best ideas.
- Humility, grace, flexibility, and an ability to give credit and recognition to others.
- Intellectual curiosity, coupled with an innovative and entrepreneurial drive.

TO APPLY



Questions, resumes and CVs should be sent to: Napolitano@driconsulting.com.

The American Academy of Arts & Sciences is an Equal Opportunity Employer, who welcomes resumes from all qualified applicants,