

**Executive Director**  
**David Rockefeller Center for Latin American Studies at Harvard University**  
**Requisition ID: 42978BR**

The Executive Director is responsible for the execution of the strategic vision set by the Faculty Director and the Executive Committee. The Executive Director will steer DRCLAS activities to expand research and teaching on Latin America and related fields at Harvard University; expand research and teaching opportunities in Latin America; and strengthen ties between Harvard and institutions throughout Latin America through coordination of DRCLAS in Cambridge and its three overseas offices in Mexico, Brazil and Chile. She or he will join Harvard at a time when the University is investing heavily in global outreach in research and learning experiences beyond our gates.

The Executive Director is responsible for the day to day programmatic, financial, and human resource management of the Center. Has overall operational responsibility for the Center and its overseas offices, including budget and finance, communications, development, events, human resources, publications, and grant-making activities. Responsible for building a diverse and effective team, allocating staff and financial resources to meet the strategic goals of the Center. Ensures on-going communication, coordination, and financial affairs with the Office of the President and Provost, FAS and other Schools and research centers, ensuring compliance with Harvard policies and procedures. Provides leadership on issues of staff management and coordination; represents the Center in interactions with grantors and donors, the external DRCLAS Advisory Committee, government entities, and other units of the University. Links medium and long term strategies to on-going activities and resource allocation decisions. Serves on the Executive Committee (ex-officio) and reports to the Director of DRCLAS.

Further, this person will be expected to help grow the science, technology, engineering and math (STEM)-related activities at DRCLAS over time commensurate with existing strengths in the social and political sciences, and the humanities.

Management responsibilities include building and developing a diverse and effective team; planning and delegating work effectively; communicating and monitoring performance expectations; motivating and developing direct reports; and ensuring compliance with Harvard and FAS policies and procedures.

**Basic Qualifications**

- Bachelor degree required.
- Minimum of 10 years professional experience in an academic organization and/or in a senior leadership position in an organization focused on research or teaching.

**Additional Qualifications**

Advanced degree preferred. Demonstrated leadership, supervision, and communications skills, preferably in higher education. Increasing level of responsibility in strategic planning, organizational design and general management.

Must have a successful track record and proven skills in all phases of administration and operations – finance, human resources, strategic planning, organizational communications, academic program management, and program monitoring and evaluations. Demonstrated ability to lead through persuasion; develop, coach, and supervise a diverse staff; and promote collaboration.

Experience serving as an expert source of information, with a collaborative and flexible style; developing trusting long-term relationships with constituents and creating and maintaining a team culture with a commitment to supporting teaching/research opportunities for faculty and students. Ability to work collaboratively across all levels of an organization. The candidate should be well organized, able to prioritize, have a strong attention to detail, and be able to manage multiple projects simultaneously.

The position requires strong interpersonal skills and the ability to interact well with faculty, staff, and partners in Latin America. He or she will have a proven ability to work with a variety of constituents in developing and managing new projects and research and student programs.

Spanish and/or Portuguese language skills strongly preferred.

### **Additional Information**

The David Rockefeller Center for Latin American Studies (DRCLAS) was established at Harvard University in 1994 through a generous gift of David Rockefeller. The mission of DRCLAS is to increase knowledge of the cultures, economies, histories, environment and contemporary affairs of Latin America; to foster cooperation and understanding among the peoples of the Americas; and to contribute to democracy, social progress and sustainable development throughout the hemisphere. DRCLAS is directed by a full time senior faculty member who allocates 40 percent of his/her time to its activities. The Center has an annual budget of \$6.7m, 83 percent of which is committed to programmatic activities to support faculty research and teaching, student engagement in study and practice in Latin America, and a series of programs that enhance understanding of the region globally. With a staff of 25-30 people, both in Cambridge and in 3 overseas offices, the activities of the Center are explicitly University-wide, and engage faculty and students from the sciences, the social sciences, and the humanities in the Faculty of Arts and Sciences and those across the full range of the University's professional schools. The David Rockefeller Center has a strong reputation within the University as a successful regional studies center and has an excellent track record as a multidisciplinary, service-oriented, and effective organization in engaging faculty and students in a wide range of activities.

For consideration, please submit application materials to:

[https://jobs.brassring.com/1033/asp/tg/cim\\_jobdetail.asp?partnerID=25240&siteID=5341&AReq=4297](https://jobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerID=25240&siteID=5341&AReq=4297)  
**8BR**