



Ruthanne Fuller
Mayor

City of Newton, Massachusetts
Office of the Mayor

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May 30, 2023

Honorable City Council
Newton City Hall
1000 Commonwealth Avenue
Newton, MA 02459

To the Honorable City Councilors:

I am pleased to reappoint Joanna Josephson of 141 Blake Street, Newton 02460 as a Newton Library Trustee. Her term of office shall expire on June 30, 2028 and her appointment is subject to your confirmation.

Thank you for your attention to this matter.

Warmly,

Ruthanne Fuller
Mayor

RECEIVED
2023 JUL -3 PM 3:39
CITY CLERK
NEWTON, MA, 02459

Application Form

Profile

Joanna _____ B _____ Josephson _____
 First Name Middle Initial Last Name

joannabjosephson@gmail.com _____
 Email Address

141 Blake Street _____ Suite or Apt _____
 Home Address

Newton _____ MA _____ 02460 _____
 City State Postal Code

What Ward do you live in?

Ward 2

Mobile: (617) 620-0681 _____
 Primary Phone Alternate Phone

Harvard Business School _____ Assistant Director, Donor
 Employer Job Title Relations

Which Boards would you like to apply for?

Library Trustee: Submitted

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board or commission?

I have enjoyed my tenure thus far and would like to continue to serve. My professional background in development is important to the Board of Trustees as we pursue a strategy for long term support of the Library.

 Upload a Resume

Joanna Josephson
joannabjosephson@gmail.com • 617-620-0681

SUMMARY OF QUALIFICATIONS

Communications professional with senior-level client servicing expertise; robust writing and editorial skills; strong multi-tasking abilities; and extensive donor relations, research, data analysis, management, and event coordination experience.

EMPLOYMENT HISTORY

Harvard Business School

Boston, MA

Associate Director, Donor Relations

2017 – present

- Develop strategy and deliver highly personalized stewardship for the School's top donors and foundation gifts, working in close partnership with Principal Gift officers and key administrators across the School
- Research, write, and produce Dean and Senior Administrator-level communications
- Coordinate stewardship efforts for top cross-Harvard donors with University Donor Relations colleagues
- Partner with the Senior Assistant Director to coordinate the spending and administration of principal gift funds
- Directly manage two full-time Assistant Directors of Stewardship Communications

Development Services (Stewardship, Recognition, Gift Opportunities, Prospect Research)

2007-2010; 2012-2017

- Gathered, synthesized, and shared programmatic information and produced written materials tailored to donor interests
- Assisted with team-driven large scale projects, including review of final pieces for style compliance, accuracy and overall quality
- Participated in overhaul of donor society membership management, effectively leveraging technology to more efficiently and systematically track donor preferences and execute mailings
- Played key roles on the MBA Fellowship Celebration event planning team
- Created in-depth research profiles of existing donors and prospects including analyses of their financial capabilities
- Oversaw annual restricted fund spending process in concert with the finance department
- Tracked annual departmental budget and spending priorities

Dana-Farber Cancer Institute (DFCI)

Brookline, MA

Associate Director, Principal and Major Gifts

2012 (contract)

- Conducted the planning, implementation, and follow-up for the Women's Cancers Program annual fundraising breakfast
- Facilitated relationship and communications between the event chairs, committee members, and DFCI management
- Exceeded \$250K fundraising goal by 206%

Boston Symphony Orchestra

Boston, MA

Corporate Programs Coordinator

2003, 2006 (contract)

- Executed a major corporate fundraising event including logistics, personnel management, and in-kind fundraising
- Supervised the production and editing of event program books, serving as the liaison between the layout designer and advertisers

ADDITIONAL EXPERIENCE

Cabot Elementary School

Newton, MA

PTO Co-President

2017 – 2019

- Managed \$60k annual budget, led executive committee of parent volunteers, and directed weekly communications to the school community
- Worked with City of Newton and Newton Public Schools to transition to temporary school location for two years and bring a new principal up to speed
- Project managed largest annual fundraising event and auction (multiple years)

EDUCATION

Simmons Graduate School of Library and Information Science, Boston, MA – Master of Science, August 2009.

University of Rochester, Rochester, NY – Bachelor of Arts, May 1997.