

GRETCHEN M. BARTLETT

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PROFILE

Bilingual professional with leadership skills in nonprofit and higher education management. Exceptional diplomacy, coaching, communications and grant-writing abilities acquired over internationally-focused career.

PROFESSIONAL EXPERIENCE

HARVARD UNIVERSITY

Cambridge, MA

JOHN F. KENNEDY SCHOOL OF GOVERNMENT

AREA MANAGER, INTERNATIONAL & GLOBAL AFFAIRS (IGA)

2008 – present

AREA ADMINISTRATOR, INTERNATIONAL RELATIONS, SCIENCE & SECURITY

2006 – 2008

Execute policies of the International & Global Affairs faculty chair and steering group in development, implementation and evaluation of IGA teaching area by providing strategic advice, managing operations and advising students.

- Counsel current and prospective students as well as alumni on concentration requirements, funding opportunities, and careers.
- Create professional development series for IGA students.
- Shape and oversee fellowship and internship programs representing \$200K⁺ in direct student support annually.
- Make critical contributions to design, implementation, and marketing of concentration during launch.
- Create password-protected web portal connecting 90⁺ IGA concentrators with faculty and staff.
- Coordinate faculty search seminars and candidate visits.
- Develop funding strategy that is reference point for discussions with Development Office; initiate consideration of potential donor; conduct prospect research; and draft grant proposal:
 - International & Global Affairs: Training the Next Generation of Policymakers for a post-9/11 World: Goldman Sachs Foundation – \$360K (2009, unsubmitted)

ASSOCIATE DIRECTOR, PREVENTIVE DEFENSE PROJECT

2001 – 2009

ROBERT & RENÉE BELFER CENTER FOR SCIENCE & INTERNATIONAL AFFAIRS

Developed and executed initiatives for joint research collaboration between Harvard University and Stanford University that promotes security policies aimed at preventing the emergence of major new threats to the United States by managing outreach, publications, events, staff, \$325K⁺ annual operating budget, donor & press relations.

- Recruited, trained, and coached staff, including one full-time assistant and 3⁺ part-time graduate student research associates, several of whom have ascended to high-level positions in the federal government.
- Planned conferences, seminars, workshops and trips for 15 to 50 academics and government officials. In this context, traveled to Washington, DC annually.
- Coordinated advance work for visits of high-level foreign officials to U.S. and for overseas travel of Project principals, to include former Secretary of Defense William J. Perry, and staff.
- Directed background research, logistical planning, and follow-up actions. In this context, traveled to Moscow, Taipei, Beijing and Shanghai. Collaborated with partnering organizations.
- Managed full spectrum of donor relations from proposal writing to gift stewardship and grant reporting, including writing successful grant proposals, thereby securing research funding in excess of \$1.5M:
 - Nuclear Security & Global Engagement:
 - Carnegie Corporation of New York – \$500K (2008)
 - John D. & Catherine T. MacArthur Foundation – \$900K (2006)
 - Overhauling Counterproliferation/WMD Workshop Series:
 - Richard Lounsbery Foundation – \$175K (2007)
- Stewarded over \$1.3M gifts supporting project's research on:
 - U.S.-Russia Led Coalition against WMD Terrorism:
 - Carnegie Corporation of New York – \$250K (2002)
 - John D. & Catherine T. MacArthur Foundation – \$450K (2001)
 - Defense Organization & Management:
 - Private donor – \$150K (2007, 2003, 2002, 1999)
 - James Simons Foundation – \$145K (2000)

North Korea Track II Initiative / Asian Arms Race:
Compton Foundation – \$87K (2004, 2001)
Nuclear Threat Initiative –\$50K (2003), \$85K (2001)
W. Alton Jones Foundation – \$100K (2001)

- Conducted prospect research and initiated consideration of potential donor and drafted proposal:
 - Engaging China’s Security Elite: Counter Hedging by Conducting a Robust Track Two Dialogue
Smith Richardson Foundation – \$65K (2008, unsent draft)

FACULTY ASSISTANT 1997 – 2001

Provided confidential executive-level support to senior faculty member Ashton Carter, current Deputy Secretary of Defense, with diverse academic, corporate and government portfolio. Managed research staff and developed research website <preventivedefenseproject.org>.

WORLD LEARNING Boston, MA

REGIONAL DIRECTOR, INTERNATIONAL HIGH SCHOOL PROGRAM 1997

Recruited, trained, motivated and supported field staff hired to place and supervise 100+ foreign exchange students in public schools and host families across 14-state territory.

THE FRENCH LIBRARY & CULTURAL CENTER Boston, MA

PROGRAMS COORDINATOR 1996 – 1997

Planned and promoted 8 to 12 monthly events for non-profit institution. Interfaced with artists, lecturers, and chefs from initial booking through performance. Managed staff of 30+ volunteers.

QUEBEC GOVERNMENT – MINISTRY OF INTERNATIONAL AFFAIRS Boston, MA

[BILINGUAL] ASSISTANT TO THE DIRECTOR OF ECONOMIC AFFAIRS 1993 – 1996

Facilitated the Quebec government delegation’s success in trade missions, partnerships and development of regional agreements between Quebec and New England industry.

WELLESLEY COLLEGE Aix-en-Provence, France

[BILINGUAL] ASSISTANT TO THE DIRECTOR, WELLESLEY-IN-AIX 1986 – 1992

Provided critical guidance and management resulting in the success of this non-profit Junior Year Abroad Program. Planned, organized and executed all office operations; administered a half million dollar annual operating budget. Handled student counseling, registration, enrollment in the host university, welfare and housing matters. Organized receptions and cultural tours; troubleshooted and positively resolved complex and sensitive issues.

- Negotiated rental, purchase of furnishings and maintenance of office and apartments.
- Interviewed host families; allocated dorm space.
- Counseled 25+ students on the university system and adjusting to life in France.
- Compiled extensive course listings; tracked and calculated students’ grades.
- Established a network of key relationships with host families, realtors, travel agents, bankers, health care providers, association leaders and government officials.
- Trained representatives to manage summer rental operations.

FRENCH GOVERNMENT – MINISTRY OF EDUCATION Aix-en-Provence, France

TEACHING ASSISTANT, LYCÉE CEZANNE 1985 – 1986

Taught American Civilization and English language courses to high school students.

EDUCATION

HARVARD UNIVERSITY Cambridge, MA

MASTER OF LIBERAL ARTS, GENERAL MANAGEMENT, EXTENSION SCHOOL 2006 – 2010

- Honors: *Dean’s List* GPA: 3.8

WELLESLEY COLLEGE Wellesley, MA

BACHELOR OF ARTS, POLITICAL SCIENCE & FRENCH 1981 – 1985

- Honors: *Magna Cum Laude* GPA: 3.6

UNIVERSITÉ DE PROVENCE (AIX-MARSEILLE I) Aix-en-Provence, France

1983 – 1984

SORBONNE Paris, France

September 1983

CERTIFICATE

ONTRACK COACHING & CONSULTING, INC.
CERTIFICATE, PERSONAL & PROFESSIONAL COACHING

Newton, MA
2011 – 2012

Completed 30 hours training with focus on enhancing career development of others as taught at Boston University School of Social Work's Professional Education Programs by OnTrack Founder Marilyn Edelson, International Coach Federation Master Certified (MCC) Results Coach and certified Co-active coach (CPPC).

AWARDS

Received *Office of Career Advancement's Hero Award* for providing advice, contacts, job postings, ideas, insights and time as a partner in support of students in their career planning. 2009, 2010

Received *commendation from former Secretary of State Madeleine Albright* for being "heroic in her work on behalf of the [North Korea Policy] review," a fundamental no-holds-barred review of U.S. policy toward North Korea with particular focus on developments in the DPRK's nuclear and long-range missile activities. 2001

Received *Dean's Award for Excellence* from former Harvard Kennedy School Dean Joseph S. Nye for outstanding staff contributions. 2000

TRANSLATIONS

Book chapter: "Preface" August 1998
Cassin, Rene. Preface. *Naissance Et Signification De La Déclaration Universelle Des Droits De L'homme*. By Albert Verdoodt. Louvain: Société D'Études Morales, Sociales Et Juridiques, 1964. v-xiv.

Book chapter: "Introduction" August 1998
Verdoodt, Albert. Introduction. *Naissance Et Signification De La Déclaration Universelle Des Droits De L'homme*. Louvain: Société D'Études Morales, Sociales Et Juridiques, 1964. 1-16.

Survey: One-on-one Telecommunications Interview April 1996
SOFRES Telecommunications Survey (France Telecom), Mercer Management Consulting -Lexington, MA. 1996.

Speech: "I. The Biological and Psychological Perspective . . ." 1992
Knibiehler, Yvonne. *De La Pucelle À La Minette: Les Jeunes Filles De L'âge Classique Jusqu'à Nos Jours*. [Paris]: Temps Actuels, 1983.

Speech: "Alice in Wonderland" 1992
Knibiehler, Yvonne. *Alice in Wonderland, the First International Conference on Girls and Girlhood: transitions and dilemmas*. Amsterdam, the Netherlands. 16-19 June 1992.

Excerpt: "A Major Work of Mallet-Stevens in Danger" 1990
Briolle, Cécile, Agnès Fuzibet, and Gérard Monnier. *La Villa Noailles: Rob Mallet Stevens*. Marseille: Parenthèses, 1990.