Managing Your Advancement Career

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Today’s Topics

• Assessing Your Situation
• Professionalism & Personal Brand
• Your own Career Path
• Partnering for Success
• Keeping it All Together
The Starting Line

The first thing you must do before you can advance in your job….

You must be a star in your current job!
The Manager Challenge...

- Manage Performance & Give Feedback
- Finding, Growing and Keeping your Staff
- Coach, Mentor, Hand Hold, Inspire
- Communicate Up, Down & Sideways. Then do it again.
- Define & Measure Success
- ROI
The Staff Challenge...

• Manage up, down and sideways
• Hit your metrics
• Everything is urgent!
• “Other duties as required”
• Manage multiple requests
• Span of control or “out of control”
All while you are juggling competing resources...

- Time
- Budget
- People at work
- Other people in your life
The Expectation
Some Common Truths

• Never enough time, money or hands
• Get used to change
• You are in a role others want
• Your reputation is everything
• Be patient
• You have a tremendous support network
Secure your mask first
Know Thyself

- Self assessment
- Skill inventory
- Coaching & Feedback
- Professional Development
- Mentors
Personal Brand

- Team player
- Good attitude
- Go-getter
- Problem solver
- Capable
- Responsible
- Effective

- Creative
- Dependable
- Flexible
- Results-Oriented
- Hard-working
- Good humored
- Collaborative
“A set of learned behaviors that enable you to command attention.”

Executive Presence

- Gravitas
- Confidence
- Poise under pressure
- The “Wow” factor
- Speaking skills
- Assertiveness
- Ability to read an audience or situation
- Appearance
- Body Language

http://www.forbes.com/sites/jennagoudreau/2012/10/29/do-you-have-executive-presence
Partnering for Success

- Managing yourself is managing relationships
- It’s a small, small world
- You never know who is going to be your boss or your subordinate in the future
- We work in the relationship management business
- Professionalism pays off
Building Across Teams: the Matrix

- Ability to lead a team of peers
- Build broad networks, external and internal
- Engage in beneficial partnerships
- Manage cross-cultural demands
- Foster communications
- Emotional control, including transcending self interest

Cracking the Matrix Code, Haygroup www.haygroup.com
• Do your homework
• Know your senior management culture
• Know measures of success
• Be patient
...and down, and sideways.

• Build a fan base
• Have a great attitude
• Be a team player
• Don’t burn bridges
• Be nice
• No whining
Focus on the big picture

• What can I learn from this situation?
• Maintain your brand internally and externally

Stay positive

• Make the best out of a bad situation
• It probably won’t last forever

Get out before you self-destruct
Remind Your Boss Why You Rock

• Maximize found time: hallways, before other meeting attendees arrive
• Have a good work story on hand at all times – a new initiative, a task accomplished, positive feedback
• Know your brand and be your own cheerleader
• Keep a kudos file
Checkers v. Chess

• Jumps or moves?
• Your “Brand”
• Have a plan
• Current trends
• Know the competition
• Know the market rate
• How do you compare?
Things to Consider...

- Location
- Size & maturity of shop
- Manager vs. Individual Contributor
- Work Life Integration
- Career Progression
- Reputation of leader
Job Hopping and the Pitfalls

- No time to learn the craft
- No stories of success
- Your reputation precedes you
- Red flag to hiring managers
- Hard to undo your track record
- Goals falter, bottom line goes down
We all know each other...
“If you chase two rabbits, you will not catch either one.”
- Russian Proverb
Identifying Obstacles

What gets in the way?
What matters most to you?

• First things first
• Personally and professionally
• Individual activity
Time Management Matrix

<table>
<thead>
<tr>
<th>Important</th>
<th>Urgent</th>
<th>Not Urgent</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Firefighting</td>
<td>II</td>
</tr>
<tr>
<td></td>
<td>Reduce</td>
<td>Quality Time</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Increase</td>
</tr>
<tr>
<td>Not Important</td>
<td>III</td>
<td>IV</td>
</tr>
<tr>
<td>III</td>
<td>Distraction</td>
<td>Time Wasting</td>
</tr>
<tr>
<td></td>
<td>Manage</td>
<td>Avoid</td>
</tr>
</tbody>
</table>
Eliminate Unimportant Activities

Just Say No List
Other Tips and Best Practices

- Meeting inventory
- Meeting facilitation techniques
- Delegation
- Sacred time
- Shorten meeting times
- Use decision making model – and have a clear “driver”
Recap

- Assessing Your Situation
- Professionalism & Personal Brand
- Your own Career Path
- Partnering for Success
- Keeping it All Together
Questions?
Resources

Do You Have Executive Presence?


Love ‘Em or Lose ‘Em: Getting Good People to Stay
26 Engagement Strategies for Busy Managers
Beverly Kay and Sharon Jordan-Evans

The People First Approach: A Guide to Recruiting, Developing and Retaining the Right People
Jon Derek Croteau, Ed.D.
Publisher: CASE, 2009

Effective Measures: The Return on Investing in Talent Management
Edited by Jon Derek Croteau, Ed.D.
Publisher: CASE, 2012
http://www.humanresources.about.com

Own the Room
Amy Jen Su and Muriel Maignan Wilkins
Harvard Business Review Press

Presence
Amy Cuddy
Little, Brown and Company (December 22, 2015)
www.amycuddy.com/presence
Thank you!

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