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[Position & Resume]

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November 26, 1996

*Shulley -
wants to move to
Indianapolis?*

Mr. Ken Allen
Director, Human Relations
Points of Light Foundation
1737 H St NW
Washington, DC 20006 3912

INDIANA UNIVERSITY
SCHOOL OF LIBERAL ARTS



Dear Mr. Allen:

Enclosed is an announcement for the position of the Executive Director of the Indiana University Center on Philanthropy. We are hoping that the new director will take office on July 1, 1997 and would like to enlist your support and assistance in identifying candidates for the position.

The Center on Philanthropy came into being in 1987 and has developed since then to serve both the scholarly community and the needs of practitioners and to place an emphasis in its programs on the ethics and values of philanthropy, both nationally and internationally. It has a strong academic base within the university and has developed six academic degree programs, including an MA in Philanthropic Studies and the nationally ranked MPA with a non-profit concentration.

This is a challenging opportunity that is of paramount importance, both to Indiana University and to the study of philanthropy, and we are eager to attract qualified candidates from throughout the academic and philanthropic communities. The person who is appointed to this position will lead what is perhaps the most comprehensive center of its kind in the United States. If you know of anyone who is interested, please pass this enclosed notice on to him or her; and if you are interested -- or have any questions -- please feel free to call Mr. Malcolm McKay at Russell Reynolds Associates (212) 351-2000 or me.

Sincerely,

A handwritten signature in black ink that reads "John D. Barlow".

John D. Barlow
Dean and Chair of the
Search Committee

DEAN'S OFFICE

Cavanaugh Hall 441
425 University Boulevard
Indianapolis, Indiana
46202-5140

Enclosure

317-274-8448
Fax: 317-278-2525

EXECUTIVE DIRECTOR
INDIANA UNIVERSITY
CENTER ON PHILANTHROPY

The Indiana University Center on Philanthropy seeks an Executive Director, the appointment to be effective on July 1, 1997. The Center is a comprehensive teaching, research and public service unit with aspirations to intellectual leadership nationally and internationally of the philanthropic sector. The Center is located in the School of Liberal Arts at the Indianapolis campus (IUPUI) of Indiana University, but with participation and activities at all eight campuses of the University. The goals of the Center, both in its academic programs and in its service commitments, are to increase understanding of the traditions and practices of philanthropy, including fundraising, giving, voluntary service, and voluntary association. Two distinctive features of the Center are its emphasis in all of its programs on ethics and values and in trying to address the needs of scholars and practitioners alike. The Center's academic mission is carried out by an interdisciplinary faculty of more than forty members and involves an extensive publications and conference program. The Center has many field projects, both in the United States and abroad, and through The Fund Raising School and the Advanced Grantmakers Institute addresses the professional needs of the development and grant-making communities. Its six academic degree programs include an innovative MA in Philanthropic Studies. The Center is served by forty staff members, as well as the Payton Philanthropic Studies Library and Archives. The Center is currently supported primarily by foundation grants and plans to increase and diversify its funding in the immediate future.

The Executive Director should have a demonstrated commitment to the mission of the Center, experience relevant to the intellectual work of the Center, and demonstrated leadership abilities and experience, especially in fundraising and management, relevant to the continued development of the Center. Credentials for an academic appointment are desirable but not required, but all candidates should have a demonstrable record of experience with academic programs and an understanding and familiarity with the characteristics of a large state university.

Nominations may be sent to:

Malcolm McKay
Managing Director
Russell Reynolds Associates, Inc.
200 Park Avenue
New York, NY 10166

Final screening of applicants will begin January 20 and continue until the appointment is made.

Janet Green

314-2299

She talked w/Stuart

✓
low Fax to Stuart Seligson
at POLF

Janet V. Green
2426 Tunlaw Road, N.W.
Washington, D.C. 20007
(202) 333-1142

December 3, 1996

Ms. Shirley Sagawa
Executive Director
Corporation for National Service
1201 New York Avenue
Washington, DC 20525

Dear Shirley:

As the saying goes: "when you are looking for a job, you should let everyone know."
And, as my friend, I hope you will assist me with my new job search. I have now returned from Chicago where I served for the past year and a half as Deputy CEO for the Democratic National Convention.

I am seeking a senior management position in either the private or public sector, utilizing my extensive expertise with staff supervision, organizational management, political campaign experience, financial management and communication skills. As you may remember, my credentials include superior employee relations and proven experience in personnel supervision. Both my career and education have been geared toward dealing with people from a variety of backgrounds, as well as working closely and effectively with other senior management.

I have enclosed my resume for your review, as well as an article from the National Journal. If you know of any opportunities or openings, I hope you will forward my resume. Any suggestions or ideas you have would be most valuable. I may be reached at the address and phone number above.

Thank you so much for all your help, time and consideration.

Sincerely,

Janet V. Green
Janet V. Green

Attachments

*Congrats on your changes -
Miss you -
Love,
JVG*

JANET V. GREEN

2426 Tunlaw Road, N.W., Washington, D.C. 20007 (202) 333-1142

4/95 - Present

1996 DEMOCRATIC NATIONAL CONVENTION

Deputy CEO, Chicago, IL and Washington, DC

- Directed and managed all logistical and operational aspects of Convention, including designing and implementing departmental and staffing structures, tracking and approving expenditures of \$32 million by the Host Committee and \$12 million in federal funds.
- Managed over 200 full-time staff and 6,000 volunteers, with direct responsibility for administration, budget, credentials, housing, headquarters hotel, people with disabilities, security, transportation and volunteers.
- Conducted speaking engagements at over 150 functions and participated in interviews by C-SPAN, CNN, Chicago and Washington television stations and newspapers.

7/93 - 3/95

CORPORATION FOR NATIONAL SERVICE

Director, Staff and Management/White House Liaison, Washington, DC

- Implemented President Clinton's national service program, *AmeriCorps*, combining three existing federal agencies into one new agency in less than six months, involving over 600 staff located in Washington and ten regional offices.
- Directed the logistics for all major events including the swearing-in of 3,000 *AmeriCorps* members at the White House, the National Day of Service, and the *AmeriCorps* bill-signing ceremony.

1/93 - 6/93

THE WHITE HOUSE

Special Assistant to the President and Director of White House Operations, Washington, DC

- Directed the logistics of transition to White House prior to Inauguration Day. In less than three weeks determined applicable security procedures, mastered White House budget, and advised career employees to ready the Complex for the first Democratic Administration in 12 years.
- Supervised White House Administrative Operations, including Visitors Office and United States Secret Service.
- Principal administrative and management contact for over 30 departments in White House Complex.

8/92 - 1/93

DEMOCRATIC NATIONAL COMMITTEE

Deputy Chief of Staff, Washington, DC

- Served as Acting Chief of Staff during Transition period. Managed all staff and expenditures, working closely with officials from Clinton/Gore campaign, Inaugural and Transition offices.

Director of GOTV Rallies/Scheduler, Little Rock, AR

- Directed 12 simultaneous satellite and GOTV rallies viewed by over 100,000 people; coordinated celebrities, statewide elected officials and state coordinated campaigns. Scheduled Chairman Ron Brown with Clinton/Gore scheduling operations.

8/91 - 8/92

1992 DEMOCRATIC NATIONAL CONVENTION

Director of Convention Housing, New York, NY

- Directed all housing arrangements for 40,000 participants to Convention, coordinated 56 State Party delegations, 4 Presidential campaigns, 20 constituency groups, and 20,000 press for occupancy in 68 hotels and low-cost housing alternatives.
- Hired and supervised staff of 15; recruited and trained over 300 volunteers.

8/86 - 8/91

DEMOCRATIC NATIONAL COMMITTEE

Deputy Chief of Staff - Fundraising, Washington, DC

- Developed and coordinated message and fundraising plan for major donor and direct mail divisions; conceived and implemented new donor group, *The Chairman's Circle*, raising over \$250,000 in first year.

Director of Direct Mail, Washington, DC

- Directed all marketing activities, raising \$50 million in 4 years -- \$23 million during 1988 Presidential election, a 100 percent increase from 1984. Hired and supervised over 30 professional staff and consultants. Fundraising consultant to 48 State Parties, possessing extensive knowledge of political environment in all states.

1/85 - 7/86

NATIONAL WOMEN'S POLITICAL CAUCUS

Director of Finance and Administration, Washington, DC

- Established innovative and successful management and financial plan for all division staff and Board of Directors. Planned and coordinated all fundraising mailings and special events involving politicians and celebrities.

1/81 - 1/85

CONGRESSMAN WILLIAM RATCHFORD

Campaign Manager, Danbury, CT and Washington, DC

- Directed campaign for three-term incumbent in a marginal district considered one of 15 most pivotal races in nation. Hired as receptionist and promoted to Campaign Manager by end of tenure.

1/80 - 12/80

CONGRESSMAN BOB CARR

Caseworker/Campaign Aide, Lansing, MI

- Counseled constituents experiencing difficulty with federal government and directed college campus efforts for Carter/Mondale campaign.

EDUCATION

6/80

Michigan State University, Bachelor of Arts in Social Work, Lansing, MI

Elected as President (1979-1980) and Vice-President (1978-1979) of Undergraduate Student Advisory Committee.

REFERENCES AVAILABLE UPON REQUEST

HELPING THE CLINTON TRAIN RUN ON TIME

BY ANNYS SHIN

The limousine pulls up to the White House door. Out steps the newly inaugurated 42nd President of the United States. The moment he walks through the door he has to find a fully functional household and executive office. Whom do you call to get that done?

The answer is Janet V. Green, the same person who's in charge of logistics at the 1996 Democratic National Convention in Chicago.

For the past decade, Green has specialized in starting up large-scale operations in a short amount of time. A veteran of organizing political blockbusters, the long-time Democratic National Committee operative played a major role in both the 1992 and 1996 Democratic National Conventions. As deputy CEO for this year's convention in Chicago, Green has the grueling task of overseeing housing, transportation, credentials and security arrangements. She supervises hundreds of full-time staff and volunteers.

While most of the attention will be focused on the political show unfolding on the convention floor, Green is concerned strictly with the nuts and bolts of who is staying where, how people get from point A to point B, and making sure the convention site, the United Center, is secure. The success of the four-day event rides on such details, which have kept Green at work 16 hours a day, seven days a week, for the past two months.

She came to the convention staff fresh from a one-year stint organizing the Corporation for National Service, Clinton's domestic Peace Corps. With an initial staff of six, she helped set down all operational policies and procedures and built an organization that now employs hundreds.

"My specialty—excuse the cliché—is to make sure the trains run on time," she said. She may literally have to do that when the President makes a dramatic arrival in Chicago—by train.

By now, Green is an old hand at making sure Bill Clinton stays on track. Immediately after the 1992 election, Green was the Clinton transition team's deputy chief of staff. She then became special assistant to the President and director of White House operations, charged with having the White House open for business by noon on Inauguration Day. Once Clinton was settled, Green stayed on as director of White



Ralf-Finn Hestoft/SABA

House operations for the first six months of his term.

Running logistics at the White House was a welcome change from the campaign and convention organizing to which she'd grown accustomed. She described her tour there as "a luxury" and at the same time as "a very humbling experience."

But she soon found just how humbling life in the White House could be. Green has had to weather her share of controversy. In testimony before the House Government Reform and Oversight Committee in January, former White House travel office director Billy R. Dale said that two days before his staff was fired, Green told him that President Clinton was behind the dismissals. The President and Hillary Rodham Clinton have denied ordering the firings. Green has referred all questions on the matter to the White House counsel.

Growing up in Ann Arbor, Mich., Green never considered a life in politics. In 1980, she graduated from Michigan State University with a degree in social work but quickly grew dissatisfied. "I became frustrated with some of the laws that were guiding social workers," Green said. "That's when I found out that government could make even a bigger difference."

Redirecting her interest in public service to politics, she became an intern for former Rep. Bob Carr, D-Mich., then an aide and campaign manager for former Rep. William R. Ratchford, D-Conn. Green then served briefly as finance and administration director for the National

Women's Political Caucus before moving to the Democratic National Committee (DNC) in 1986 as head of direct-mail fund raising. Green discovered her niche: "I found out that in campaign work and in life you need people who can run things smoothly."

Along the way, she's worked with many Democratic Party heavyweights, including the late Ronald H. Brown, who before becoming Commerce Secretary had been DNC chairman. "I've had wonderful mentors," she said. As a manager herself, Green enjoys working with volunteers and interns. "I know the rewarding—and frustrating—experience it can be for young people. I like to think I can mentor people, too."

The 38-year-old takes the mobility her work requires in stride. She likes the fact that "in logistics, there's a begin date and an end date" for every project.

In fact, when the last balloons come down in Chicago, Green will be looking for a new challenge. "It's unclear where I am going from here," she said. "I would hope that we would have a second term." Asked about the possibility of another turn on Pennsylvania Avenue, she said, "I would be honored to work for the Clinton Administration again."

Regardless of where she winds up, Green's skills are sure to be in demand.

"There are many individuals who are good at crafting legislation and message," she said. "My forte is making sure that people have the tools they need to write the legislation and get the message out." ■