Director, Institute for Business in Global Society

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Position Deleted on 3/02/2026. This position is no longer an active posting on HigherEdJobs.

Type: Full-Time
Salary: $121,200 - $215,600 per year
Posted: 34 days ago
Category: Other Administrative Positions
Military

HARVARD UNIVERSITY

Company Description

By working at Harvard University, you join a vibrant community that advances Harvard's world-changing mission in meaningful ways, inspires innovation and collaboration, and builds skills and expertise. We are dedicated to creating a diverse and welcoming environment where everyone can thrive.

Why join Harvard Business School?

Harvard Business School, located on a 40-acre campus in Boston, was founded in 1908 as part of Harvard University. It is among the world's most trusted sources of management education and thought leadership. For more than a century, the School's faculty has combined a passion for teaching with rigorous research conducted alongside practitioners at world-leading organizations to educate leaders who make a difference in the world. Through a dynamic ecosystem of research, learning, and entrepreneurship that includes MBA, Doctoral, Executive Education, and Online programs, as well as numerous initiatives, centers, institutes, and labs, Harvard Business School fosters bold new ideas and collaborative learning networks that shape the future of business.

About the Institute for Business in Global Society (BiGS)

As the first quarter of the 21st century closes, the role of business in society must be reconsidered. For much of the last century, companies treated society as context: firms competed, governments regulated, and innovation and growth were assumed to deliver broad social progress. That assumption is now under strain.

Rising inequality, eroding institutional trust, and renewed geopolitical frictions are driving sharper questions about who benefits from growth, who bears the risks of innovation, and whether emerging technologies are governed in ways that sustain public legitimacy.

At the same time, several tectonic shifts are reshaping the global environment. Deglobalization is reordering supply chains; climate change is turning long-term risks into daily operational constraints; demographic decline is tightening labor markets and straining public finances; institutional distrust is amplifying reputational and political risk; and rapid advances in AI and other frontier technologies are expanding opportunity while raising the costs of misuse.

It is in this context that the Harvard Business School (HBS) launched the Institute for Business in Global Society (BiGS) in 2022. BiGS broadly serves three objectives: to deepen understanding through faculty research and collaboration; to educate leaders by amplifying research in accessible formats; and to catalyze practitioner networks that translate ideas into action.

Job Description

Job Summary:

The Director serves as a key part of the planning and design team and helps to define and develop the BiGS strategy, research, and communications agenda, in close collaboration with the Senior Associate Dean for Business in Global Society. The Director manages a team of four staff members and reports to the Director of Administration and Operations for BiGS and Initiatives. In addition, colleagues from the HBS Initiatives, the HBS Global Research Centers, and academic programs of the School will serve as important collaboration partners.

Job-Specific Responsibilities:

- Establish close working relationships with the Senior Associate Dean and affiliated faculty to help craft and implement the next phase of BiGS.
- Design and launch targeted programming focused on research, the curriculum, communication and convening.
- Serve as an expert source of information for internal and external audiences.
- Develop and manage operations including budget, staff, and technology.
- Design and implement a dissemination strategy for research and content created by BiGS and its affiliated faculty.
- Oversee communications approach including social media, news and reports.
- Serve as a proactive link to the community of like-minded faculty, researchers, alumni, and business leaders.
- Build trust and collaboration by being present on-site and engaging directly with colleagues and various constituents.
- This role is responsible for other duties as assigned

Qualifications
Basic Qualifications:

- Bachelor's degree required
- Minimum of 10 years of higher education experience is required, ideally with MBA programs or other types of general management education.

  Prior experience managing research-oriented activities and working closely with faculty.

Additional Qualifications and Skills:

The candidate must be curious about, committed to, and passionate about the intersection of business and society.

They will be excited about taking plans from idea to reality, and managing a highly efficient, lean team that delivers significant impact.

A high comfort level with a changing and evolving agenda along with the flexibility to adapt to that agenda.

Proven writing and communication skills across varied audiences and media.

Self-motivation, creativity, and comfort building collaborative relationships across a complex organization.

Track record of generating excitement about a new idea while simultaneously managing operational details.

Familiarity with scholarly research and research methodologies.

Additional Information

- **Compensation Range:** $130,000 - $175,000, commensurate with experience
- **Visa Sponsorship Information:** Harvard University is unable to provide visa sponsorship for this position
- **Pre-Employment Screening:** Identity, Education
- **Other Information:**
  - This is a hybrid position which we consider to be a combination of remote and onsite work at our Boston, MA based campus. HBS expects all staff to be onsite a minimum of 3 days per week and departments provide onsite coverage Monday - Friday. Specific hours and days onsite will be determined by business needs and are subject to change with appropriate advanced notice.
  - We may conduct candidate interviews virtually (phone and/or via Zoom) and/or in-person for this role.
  - A cover letter is required to be considered for this opportunity.

#LI-EG1

Work Format Details

This position has been determined by school or unit leaders that some of the duties and responsibilities can be effectively performed at a non-Harvard location. The work schedule and location will be set by the department at its discretion and based upon operational needs. When not working at a Harvard or Harvard-designated location, employees in hybrid positions must work in a Harvard registered state in compliance with the University's Policy on Employment Outside of Massachusetts. Additional details will be discussed during the interview process. Certain visa types and funding sources may limit work location. Individuals must meet work location sponsorship requirements prior to employment.

Salary Grade and Ranges

This position is salary grade level 060. Please visit Harvard's Salary Ranges to view the corresponding salary range and related information.

Benefits

Harvard offers a comprehensive benefits package that is designed to support a healthy work-life balance and your physical, mental and financial wellbeing. Because here, you are what matters. Our benefits include, but are not limited to:

- Generous paid time off including parental leave
- Medical, dental, and vision health insurance coverage starting on day one
- Retirement plans with university contributions
- Wellbeing and mental health resources
- Support for families and caregivers
- Professional development opportunities including tuition assistance and reimbursement
- Commuter benefits, discounts and campus perks

Learn more about these and additional benefits on our Benefits & Wellbeing Page.

EEO/Non-Discrimination Commitment Statement

Harvard University is committed to equal opportunity and non-discrimination. We seek talent from all parts of society and the world, and we strive to ensure everyone at Harvard thrives. Our differences help our community advance Harvard's academic purposes.

Harvard has an equal employment opportunity policy that outlines our commitment to prohibiting discrimination on the basis of race, ethnicity, color, national origin, sex, sexual orientation, gender identity, veteran status, religion, disability, or any other characteristic protected by law or identified in the university's non-discrimination policy. Harvard's equal employment opportunity policy and non-discrimination policy help all community members participate fully in work and campus life free from harassment and discrimination.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

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