



CHIEF DEVELOPMENT OFFICER
[AMERICAN ACADEMY IN ROME](#)
New York, New York

AMERICAN ACADEMY IN ROME

The Aspen Leadership Group is proud to partner with American Academy in Rome in the search for a Chief Development Officer.

The Chief Development Officer will serve as the lead executive responsible for a comprehensive fundraising strategy and program that is seamlessly integrated into American Academy in Rome's programmatic, operational, and financial priorities. The Chief Development Officer will work closely with the President in all major gift initiatives, including identifying and responding to major gift opportunities, maximizing trustee contacts to leverage their relationships and identify new donors, thoughtfully deploying key individuals to cultivate targeted prospects, closing leadership gift opportunities, and communicating about fundraising activities.

The American Academy in Rome is a leading American overseas center for independent studies and advanced research in the fine arts and humanities. It is home to a private residential community at its 11-acre campus on the Janiculum Hill in Rome, Italy. It also maintains a home office in New York City near the southeast corner of Central Park and will be moving to new a new office space in the DIA foundation building in Chelsea. The larger arc of the institution's identity and priorities is developed here in consultation with the Board and where the annual Rome Prize competition is conducted, trustee relations are maintained, and the Academy's financing and fundraising efforts are managed.

The Rome Prize Fellowship supports upwards of thirty artists and scholars representing eleven academic and creative fields who live and work in a collaborative atmosphere that supports cooperation and individual achievement. Each year, the Rome Prize winners are selected from a pool of about 1,000 artists and scholars by experts in their respective fields. In addition to the Rome Prize Fellows, the Academy community includes invited Residents who are leaders in their fields, Affiliated Fellows sponsored by American and global institutions, as well as Visiting Artists and Scholars. The community is close-knit and allows for uninterrupted stretches of time for creative thought and scholarship. A robust series of programs, lectures, conferences and exhibitions enriches the experience. Meals are taken together at lunch and dinner, which provide opportunities for lively discussion and the exchange of ideas. These often lead to unexpected collaborations across disciplines and have an impact on the projects help develop bonds and professional affiliations that last long after the experience in Rome

Fellows of the American Academy include many artists and scholars that have shaped the way we think and see the world. They are faculty at top universities, leading composers, architects, acclaimed authors, and exhibit in museums and galleries around the world.

Under the leadership of President Mark Robbins, the institution has made successful inroads in expanding the areas of study at the AAR and in developing programs and publications which reflect the increasingly diverse and global composition of the community, stressing the significant role of the arts and humanities in a civil society. Its shifting profile as a contemporary institution within the layered historical setting of Rome has also expanded the base of support and profile. Professor Aliza Wong was recently appointed as the Director who is based in Rome and leads the intellectual and creative life of the residential community.

REPORTING RELATIONSHIPS

The Chief Development Officer will report to the President and CEO, Mark Robbins. The Chief Development Officer will serve as a trusted partner to the President and as a key member of the Executive Leadership Team. The Chief Development Officer will oversee a staff of eight in New York and two in Rome.

FROM THE PRESIDENT AND CEO

The search for our next Chief Development Officer comes at a pivotal time for the Academy. It is poised to secure the gains of its recent years while supporting its historical legacy. The Chief of Development will be a partner to me in the continuing project of creating a contemporary institution and making the case for the importance of independent work in the arts and humanities, and the institution which has supported this activity for nearly 130 years in Rome. This person will be able to inspire enthusiasm for the Academy, with a critical understanding of its legacy and the impact of the work of generations of Fellows. With the maturation of new programs and a newer coterie of supporters, the current opportunity offers the ability to drive transformational change at a critical time in the Academy's history. The Chief Development Officer will be an experienced fundraiser with personal charm and intellect, a strong organizational leader, and a confident strategist who is able to secure major gift commitments. We will work together to advance a comprehensive approach to philanthropy drawing on the Academy's unique legacy and its increasingly global position. A talented and committed Board of Trustees, many of whom are artists and scholars, are an exceptional resource in this effort.

Thank you for your consideration of this exciting opportunity.

—Mark Robbins, President and CEO

AMERICAN ACADEMY IN ROME'S COMMITMENT TO DIVERSITY, EQUITY, AND ACCESS

The mission of American Academy in Rome is based on equal access and the open exchange of ideas. At the Academy, diversity, inclusion, accessibility, and equal access are fundamental requirements for scholars and artists to thrive and achieve their full potential. As an institution abroad, the Academy realizes it is even more critical to represent the diverse composition of the United States. Over the past decades, American Academy in Rome has become an increasingly diverse and global community, a trend that has been beneficial to all Fellows and community members. The Academy fosters a democratic model in which all individuals are valued for their talent and vision.

In 2020, the Academy released a statement expressing its support of the Black Lives Matter movement and standing in solidarity with those speaking out against racism and injustice. As part of the statement, the Academy pledged to continue to recruit diverse candidates as Rome Prize Fellows, Residents, and

staff, building on the increased representation at the Academy in recent years; place continued emphasis on the diversity of Rome Prize juries and identify more advisors and allies to assist Fellows while they are in Rome; enhance institutional conversations about race and all forms of bias; and engage with issues of race and inequality in its public programming.

Forty-six percent of the 2022-23 Rome Prize winners identify as persons of color—a new high for this demographic. During the six years 2005-06 through 2010-11, an average of 8.25 percent of Rome Prize winners identified as persons of color. 24 percent of the 2022-23 Rome Prize winners were born outside of the United States. The Academy continues to actively work to increase diversity and make the institution as inclusive as it can be.

PRIMARY RESPONSIBILITIES

Development Leadership

The Chief Development Officer will

- engage and inspire the confidence of trustees, stakeholders, corporate and foundation executives, and other major supporters, and make the case for funding with authority and conviction through compelling and persuasive communications about the Academy, including its mission, accomplishments, programs, and performance-related statistics.
- provide vision, direction, and hands-on management of a strategic, sustainable, and comprehensive fundraising program, including short- and long-term plans for major gifts; innovative and impactful events; expansion of online opportunities; and endowment and capital campaigns to drive individual, institutional, corporate, and planned giving;
- in conjunction with the President and Chief Financial Officer, establish goals and milestones for raising annual operating and endowment funds, and for broad and targeted campaigns, that are ambitious, attainable, and based on a keen understanding of financial needs and circumstances, with accompanying strategies and priorities that have the greatest impact on goals;
- evaluate and analyze fundraising activities and data, including measuring against annual and long-term goals, reconciling with finance and budget data, benchmarking against peer organizations and trends in the philanthropy marketplace, and maintaining key ratios to ensure fiscal responsibility of development efforts;
- contribute significantly to strategic planning in order to drive effective decision-making, achievement of goals, and sustainable growth;
- serve as a key member of the President’s Executive Leadership Team, and communicate regularly and actively with the President, trustees, and senior staff about the status and progress of fundraising activities;
- guide and support Board Committees, including serving as staff liaison for the Development Committee of the Board of Trustees, and liaison in partnership with the Chief Financial Officer for the Nominating and Governance Committee and the Executive Committee;
- represent the Academy at external events and programs in New York and other locations to promote visibility and support;
- maintain knowledge and awareness of important developments and trends in national and international funding; and
- participate in Academy programs and events, especially those related to donors, supporters, and programs, which include national and international travel.

Major Gift Cultivation and Stewardship

The Chief Development Officer will

- serve as the Academy's primary resource for philanthropic opportunities by identifying sources of new major gifts and institutional funding;
- working with the President and trustees, lead the development team in efforts to significantly increase the number and size of major and institutional gifts, including researching potential funding sources; identifying and building strategies to attract funders; overseeing preparation and submission of proposals for funds, grants, and gifts; directly cultivating, soliciting, and stewarding gifts and pledges from an active portfolio of prospects; actively maintaining and increasing the Academy's master prospect list; and conducting appropriate follow-up and stewardship on all gifts and pledges;
- in collaboration with the President and Board leadership, create and participate in individualized cultivation and stewardship strategies, timelines, and desired outcomes, including through events and programs of the Patrons group and other donor and membership groups;
- oversee stewardship of the Board of Trustees, including serving as liaison on all matters related to board support and fund development; and
- build and organize systems and infrastructure that facilitate and support growth in development performance and goals, including prospect management, gift processing and acknowledgement, databases, reports, and donor communications.

Fundraising Events

The Chief Development Officer will

- ensure success of the Academy's fundraising events, including the New York Gala and the McKim Medal Gala;
- in collaboration with the President, Gala Co-Chairs, and staff, develop and implement ideas to increase gala revenue each year and create an event that appeals to supporters while expanding and diversifying the Academy's donor base and audience; and
- oversee and direct staff, consultants, and vendors in the planning and execution of all aspects of galas and other Academy fundraising events.

Fundraising Outreach and Communications

The Chief Development Officer will

- serve as a knowledgeable advocate for the Academy, and ensure that all outreach and communications related to fundraising, including but not limited to proposals, donor recognition, campaigns, appeals, and gift reports, promote visibility and make a compelling case for support through appropriate and consistent messaging;
- in conjunction with the Communications Director, effectively and strategically engage the Academy's national and global network of Fellows to advocate for and support the Academy; and
- collaborate with the Communications Director to strengthen and refine institutional messaging.

Department Management

The Chief Development Officer will

- direct, manage, and support a professional, motivated, and productive development team, ensuring unified understanding of goals, priorities, and the case for support; close collaboration and coordination between team members in New York and Rome; timely and satisfactory achievement of tasks and goals; compliance with institutional policies and procedures; and effective and transparent working relationships across departments;
- develop, manage, and implement holistic and cost-conscious annual and multi-year department and project budgets for New York and Rome, including setting department priorities in the context

of institutional priorities; planning short- and long-term revenues and expenses; establishing margins; monitoring and controlling revenues and expenses; analyzing and explaining variances from budget; and reforecasting budget and goals;

- develop and implement staffing plans for New York and Rome within budgetary and organizational parameters to handle workload and meet immediate needs and long-range plans, including proposing staff positions and structures; writing job descriptions; benchmarking with comparable peer institutions; and recruiting, interviewing, selecting, and onboarding qualified staff;
- manage performance of New York and Rome staff members through mentorship, guidance, training, and leadership by example, including setting goals, providing regular feedback, and evaluating performance;
- in conjunction with the Chief Financial Officer, oversee department administration, including recruiting, reviewing, and hiring independent contractors, vendors, and consultants, as well as managing contracts, from drafting language and evaluating terms to negotiating on behalf of the Academy; and
- maintain awareness of relevant management trends, standards, and best practices at similar institutions, as well as businesses and other organizations

LEADERSHIP

Mark Robbins, 1997 Fellow President and CEO

Mark Robbins has served as President and CEO of the American Academy in Rome since 2014. He was the Marion O. and Maximilian E. Hoffman Foundation Rome Prize Fellow in Design in 1997.

An artist, architect, educator, and longtime advocate for the arts and design, Robbins was previously Executive Director of the International Center of Photography in New York, an institution dedicated to the presentation and interpretation of the reproduced image. From 2004 to 2012, he served as Dean and professor at Syracuse University's School of Architecture as well as university senior advisor on architecture and urban initiatives, where he developed strategies to transform the school and the city through an active engagement between design and urban revitalization. This work was modeled on his earlier portfolio as Director of Design for the National Endowment for the Arts during the Clinton administration, in which he led a series of national programs to strengthen the presence of innovative design in the public realm, including the New Public Works initiative and the Mayors Institute on City Design.

From 1993 to 1999, Robbins was Curator of Architecture at the Wexner Center for the Arts, devising a program that became a laboratory for new work. He was also associate professor in the Knowlton School of Architecture at Ohio State University during that time.

Robbins has edited two five-book series on design and social impact and is a frequent lecturer on art and architecture. He is a recipient of numerous awards, including fellowships from the Radcliffe Institute for Advanced Study at Harvard University and the New York Foundation for the Arts. He has been a visiting professor at the University of Virginia, Southern California Institute of Architecture (SCI-Arc), and the Harvard Graduate School of Design.

PREFERRED COMPETENCIES AND QUALIFICATIONS

American Academy in Rome seeks a Chief Development Officer committed to its mission to support innovative artists, writers, and scholars living and working together in a dynamic international community as well as an interest in the Academy's history and accomplishments; belief in its impact on American arts and humanities; and an ability to convey this commitment, interest, and belief to others. The Chief Development Officer should approach this role with an appreciation of the Academy's unique profile as a hybrid academic and cultural non-profit, and embrace a legacy, mission, and culture that values creativity and scholarship—to best understand how to strengthen the organization, advance the increasingly international scope of its programs, constituents, and donors, and be part of crafting its vision for the future.

Furthermore, American Academy in Rome seeks a Chief Development Officer with

- a broad background in development with progressive leadership positions driven by an ambitious and entrepreneurial attitude;
- experience directly managing successful major gift programs from cultivation through solicitation and stewardship;
- advanced administrative, financial, strategic thinking, and long-range planning abilities, and a strong motivation to produce exemplary results driven by data and based on sound business decisions, with significant strength in developing and executing comprehensive fundraising plans, understanding institutional finances, directing and managing annual and multi-year budgets, and professionalizing development functions;
- depth and breadth of fundraising knowledge and experience, including personal fundraising solicitation, strategic fundraising program building, international fundraising, donor acquisition, planned giving, capital campaigns, research, cultivation, organization, stewardship, reporting, and overall management;
- an ability to represent the Academy professionally in the United States and in Italy and to work productively, with a wide range of constituents including Fellows, Board members, donors, funders, and vendors, utilizing excellent writing skills and highly polished presentation and verbal communication skills;
- exceptional diplomacy, collegiality, and interpersonal skills in working with a wide and diverse range of staff and volunteers, and an ability to build highly productive relationships, including serving as a trusted advisor to the President and key member of Senior Executive Team, shepherding Board leadership, motivating and developing staff, fostering teamwork and transparency that build trust and collaboration, and encouraging cultural sensitivity and respect for differences;
- initiative and an ability to work independently with significant accountability, motivation, flexibility, a willingness to collaborate, and problem-solving skills;
- an ability to thrive in multifaceted situations with poise, positive energy, self-confidence, even temperament, and a sense of humor;
- integrity and exceptional judgment, professionalism, and discretion in handling confidential and sensitive situations and matters;
- a record of building sustainable, productive programs and a history of effective interactions with high net-worth individuals and institutional funders;
- a balance of exceptional interpersonal capabilities and gravitas;
- an ability to partner seamlessly with leadership and to collaborate at the highest levels with CEO's, philanthropists, and thought leaders in the international arts and culture community;

- innovative and strategic thinking in maximizing opportunities within the existing donor base while cultivating new relationships with future donors;
- strong abilities in management, organization, communication (oral and written), volunteer leadership, and all areas related to frontline major gift fundraising, in addition to strength and effectiveness in guiding, mentoring, and supporting development teams in two different locations.

A bachelor's degree is required for this position and a master's degree is preferred as is at least five years of experience in a senior leadership position within higher education or an arts and culture non-profit environment.

SALARY AND BENEFITS

The salary range for this position is \$230,000 to \$250,000 annually. American Academy in Rome offers a comprehensive package of benefits.

LOCATION

This position is based in New York City. The Chief Development Officer will be expected to travel regularly between New York and Rome, as well as to other locations.

APPLICATION INSTRUCTIONS

All applications must be accompanied by a cover letter and résumé. ***Cover letters should be responsive to the mission of American Academy in Rome as well as the responsibilities and qualifications presented in the prospectus.*** Review of applications will begin immediately and continue until the successful candidate has been selected.

To apply for this position, visit:

[Chief Development Officer, American Academy in Rome.](#)

To nominate a candidate, please contact Patrick Key, patrickkey@aspenleadershipgroup.com.

All inquiries will be held in confidence.