



VICE PRESIDENT OF DEVELOPMENT

RETRO REPORT

New York, New York

[Retro Report](#)

RETROREPORT

The Aspen Leadership Group is proud to partner with Retro Report in the search for a Vice President of Development.

The Vice President of Development will lead all fundraising activities within Retro Report's small but growing nonprofit newsroom. The Vice President will research, cultivate, solicit, and steward major, principal, and institutional donors within annual and long-range fundraising programs including special events, and periodic campaigns, such as the current campaign to raise funds for *Retro Report on PBS*. Working closely with the Co-founder and President and Board of Directors, the Vice President will assist in the identification of new Directors to strengthen overall support and leadership at the Board level. Consistent with the mission of Retro Report, the Vice President will be a superior communicator—with the ability to convey the public service mission of Retro Report to the public in a concise and compelling manner.

Retro Report has produced more than 150 documentaries and video series and has partnered with *The New York Times*, *The New Yorker*, PBS, NBC, *Politico*, *the Guardian*, Univision, *Quartz*, and others to reach a growing audience. These documentaries provide meaningful context to today's headlines in a new and exciting way.

Retro Report operates with the conviction that an engaging and forward-looking review of high-profile events, and the news coverage surrounding them, is critical to understanding the lessons of history and developing robust civic literacy. And, since the stories it reports on continue to evolve, it is committed to providing a permanent, living library where each story is tracked and updated so that viewers can gain new insights as events develop and history unfolds.

Retro Report strives to counter the confusion that has been created by a frenzied media landscape by presenting the deep historical context needed to understand the issues that impact our lives. That perspective better serves the public and is often missing in commercial journalism today. Through fresh investigative reporting and compelling storytelling, Retro Report offers new insights into events that are all too often reported today but forgotten tomorrow.

REPORTING RELATIONSHIPS

The Vice President of Development will report to the Co-founder and President, Christopher Buck.

PRINCIPAL OPPORTUNITIES

It's easy to look at news onscreen or online and despair that media is getting faster and dumber. Audiences are changing, platforms are transforming, and, for journalists, it often feels like the space for good work is shrinking. But there's one undeniable aspect of the moment we're living through that's not smaller, not less than what's come before. The potential size of the audience for stories of any kind has grown larger than it's ever been, maybe in the history of the world. A video that goes viral online can reach a billion people. And right now, videos that blow up in a huge way rarely feature intelligent takes on the news. But some journalists are working to change that.

Just as high-minded offerings like "60 Minutes" rose from the wasteland of game shows and sitcoms in the 1960s, new forms of factual video storytelling are taking shape online. Retro Report isn't the only outlet trying to invent this new form. But we have a uniquely focused mission, using history to explain the present, which sets us apart. The best traditional news outlets are great at gathering a variety of perspectives on the biggest issues of the day, but they often lack the time to show how precedents, hidden repercussions, and misunderstood moments from the past shape what's happening now. And for Retro Report, lessons of history inform the very core of how we work. Whether you're talking about moveable type, or telegraph wires or Google searches, no technology in the history of media has changed the fact that journalists need time and resources to find the truth and explain it clearly. Retro Report recognizes this fact and gives its journalists the weeks and sometimes months it takes to track sources down, double-check our facts, and show how forgotten or misunderstood moments from the past can illuminate today.

Being on a team with these advantages is a rare thing. The mission isn't about getting ratings or retweets or likes. It's about doing the best possible work that has the most possible impact. So, if you're upset about the state of news, you've come to right place. We're figuring out how to do it better.

—Erik German, Producer

PRIMARY RESPONSIBILITIES

The Vice President of Development will

- organize and manage a fully operational Development Office;
- create and lead fundraising programs for major and principal gift support;
- plan and execute effective fundraising approaches to individuals, foundations, and corporations;
- build and maintain a donor base capable of sustaining Retro Report's growth;
- cultivate relationships to broaden public awareness and recognition of Retro Report;
- build a large sustained base of annual donors;
- manage the development staff, including a Grants Writer and Grants Administrative Assistant;
- oversee the donor management systems, working with the Grants Administrative Assistant to ensure donor data is accurate, requests and proposals are tracked, reports are submitted on a timely basis, and communications for all fundraising activities are successful;
- plan and conduct fundraising special events;
- identify and cultivate new Board members;
- lead or assist with the drafting and review of grant proposals; and
- lead or assist with the creation of marketing materials.

KEY COLLEAGUES



Christopher Buck
Co-founder and President

Christopher Buck is the Co-founder and President of Retro Report. He developed the project concepts over a ten-year period, collaborating with co-founder Larry Chollet. Buck is a former television editor most recently as a Senior Editor at The National Basketball Association. He presides currently as President of The Peter and Carmen Lucia Buck Foundation in New York City. Buck graduated from Emerson College with a B.S. in Communications in 1983.



Kyra Darnton
Executive Producer

Kyra Darnton is the Executive Producer of Retro Report. She came to Retro Report from CBS News, *60 Minutes*, where she produced stories covering everything from the Mexican drug war to counterfeit prescription drugs to the cover up in the death of US Ranger Pat Tillman. Her investigative reporting and storytelling has won multiple awards, including, most recently, a 2012 Peabody Award for a piece exposing fraud in cancer clinical trials. Kyra has worked in broadcast journalism for 20 years.



Emily Wolkoff
Donor Relations Specialist

Emily Wolkoff is the Donor Relations Specialist at Retro Report. Her priorities at Retro have been to organize and maintain the donor database, perform prospect research, create a viable donor pipeline for individuals and foundations, and to expand donor engagement. Prior to this, Wolkoff worked for a variety of nonprofit organizations, including the International Rescue Committee and NYU Langone Medical Center where she assisted in efforts to raise major gifts. In addition to her development work, she has extensive experience working within legal and government settings, having worked for both New York City Law Department and the New York State Senate.



Tom Brown
Vice President, Business Operations

Tom Brown is a 20-year veteran in the Television & Film Industry. His live-action career began in TV commercial production in Miami, New York, and the Caribbean. In 2001 he transitioned into Producing Animation for the Emmy award winning New York studio Little Airplane Productions. Serving as Vice President of Production and Operations, he was responsible for multi-million-dollar project budgets as well as the company finances and production flow of multiple programs. He has conducted International production workshops and has also opened and managed production offices in London and Toronto. His specialties include all aspects of production live-action and animation/studio operations/studio finances/international studio expansion, and international co-productions.



Randi Keim
Development Associate

Randi Keim is a Development Associate at Retro Report, and Executive Assistant to Retro Report Co-founder and President, Christopher Buck. Her focus at Retro Report is to support the Development team in fundraising activities and special events. Keim has over twenty years of experience supporting executives in the arts, finance, publishing, philanthropy, and media.



D. Ben Benoit
Vice President and Treasurer, Board of Directors

D. Ben Benoit is the Executive Director of the Peter and Carmen Lucia Buck Foundation, Inc. Prior to this, Benoit was a Senior Vice President in the Private Bank & Trust Division of U.S. Trust/Bank of America. He has over 30 years of experience assisting individuals and organizations with financial, estate and tax planning, and investment management services.

PREFERRED QUALIFICATIONS

Retro Report seeks a Vice President of Development with

- a passion for Retro Report's mission, and a commitment to investigative journalism and narrative storytelling;
- a proven track record of successful fundraising including the successful identification, solicitation, and stewardship of major and principal gift donors;
- institutional and corporate fundraising experience;
- superior communication skills, both written and oral, and the ability to move and motivate donors;
- demonstrated experience in the creation and implementation of annual and long-range development plans;
- experience in setting, forecasting, and achieving fundraising goals;
- experience working with Boards including the identification, cultivation, and stewardship of Directors;
- a professional and resourceful style with the stature and command to engage and inspire a sophisticated constituency;
- the ability to work both independently and as a team player, to take initiative, and to manage multiple tasks and projects concurrently;
- integrity and sound judgment; and
- a demonstrated ability to build relationships and work effectively with Board members, staff, donors, and others in a highly professional manner.

A bachelor's degree is required for this position. Ten years of experience in fundraising, including significant experience in major gift fundraising and Board management is preferred, as is a master's degree.

DIVERSITY, EQUITY, AND INCLUSION

Retro Report is committed to creating and nurturing of a diverse community of individuals through its use of investigative journalism and narrative storytelling. Retro Report's continued success as a nonprofit newsroom rests in its ability to embrace a multitude of opinions, ideas, and beliefs so that it can effectively provide new insight into the events that continue to impact lives today. Diversity involves recognizing the value of differences and the inclusion of all members of the community, particularly those that have been previously disenfranchised or under-represented. This is a core value of Retro Report as it corrects the record, exposes myths, and provides historical context to the fast-paced news of the world today.

SALARY & BENEFITS

Retro Report offers a competitive salary and benefits package.

LOCATION

This position is located in New York City. The successful candidate may work remotely one to two days per week, within the New York Metropolitan area.

APPLICATION INSTRUCTIONS

All applications must be accompanied by a résumé and a cover letter. Cover letters should be responsive to the mission and vision of Retro Report. Before submitting your materials, please read them over for accuracy. Review of applications will begin immediately and continue until the successful candidate has been selected.

To apply for this position, visit:

[Vice President of Development, Retro Report.](#)

To nominate a candidate, please contact Angelique Grant:

[angelique@aspenleadershipgroup.com.](mailto:angelique@aspenleadershipgroup.com)

All inquiries will be held in confidence.