



**DIRECTOR OF DEVELOPMENT
CORNELL FINE ARTS MUSEUM**

ROLLINS COLLEGE

Winter Park, Florida

[Cornell Fine Arts Museum, Rollins College](#)

Rollins
— **EST. 1885** —

The Aspen Leadership Group is proud to partner with Rollins College in the search for a Director of Development for the Cornell Fine Arts Museum.

The Director of Development will be charged with strategic oversight of the museum's philanthropic efforts, and will determine the museum's philanthropic priorities in collaboration with the museum's Director, the Assistant Vice President for Development, and the museum's Board of Visitors. The Director of Development will be responsible for managing a targeted prospect portfolio of the museum's top supporters capable of making major, principal, and annual leadership gifts. Focusing on strategy, donor cultivation, solicitation, and stewardship, the Director of Development will develop and deliver ambitious seven-figure goals to grow and diversify the museum's philanthropic revenue streams. A highly visible representative of the college, the Director of Development will have a deep appreciation for the liberal arts college experience, academic art museums, and a strong personal commitment to Rollins College's core values.

Rollins College is a four-year, coeducational institution and the first recognized college in Florida. Rollins educates students for global citizenship and responsible leadership, empowering graduates to pursue meaningful lives and productive careers. Rollins is committed to the liberal arts ethos and guided by its values and ideals. Rollins is nationally recognized for its distinctive undergraduate and selected graduate programs and provides opportunities to explore diverse intellectual, spiritual, and aesthetic traditions. It is dedicated to scholarship, academic achievement, creative accomplishment, cultural enrichment, social responsibility, and environmental stewardship. It values excellence in teaching and rigorous, transformative education in a healthy, responsive, and inclusive environment.

For more than 130 years, Rollins has adhered to the belief that college is about learning to think critically and discovering how one individual can positively impact the world. To that end, Rollins strives to enable individuals to see the bigger picture, to understand how areas of knowledge are interrelated, and to view learning as a lifelong endeavor.

Rollins College has been ranked one of the top regional universities in the south in the annual rankings of "Best Colleges," released by *U.S. News & World Report*. For 23 consecutive years, Rollins has been ranked among the top two regional universities in the south and first in Florida. Rollins College was named the number one college in the south by *College Choice* in a ranking based on a nationwide survey of entering first-year students.

The Cornell Fine Arts Museum at Rollins College features rotating exhibitions, ongoing programs, and an extensive permanent collection that spans centuries, from examples of ancient art and artifacts to contemporary art. Open to the public year-round, its holdings include the only European Old Master paintings in the Orlando area, a sizeable American art collection, and a forward-thinking contemporary collection on view both at the Museum and The Alford Inn at Rollins. Located a few blocks from campus, The Alford Inn is a visionary philanthropic boutique hotel whose proceeds help fund student scholarships. In 1981, the Museum became Florida's first college museum to be accredited by the American Association of Museums (currently the American Alliance of Museums) and continues in 2018 as one of only four AAM-accredited museums in greater Orlando.

REPORTING RELATIONSHIPS

The Director of Development will report to the Assistant Vice President for Development, Myrna Bizer with dotted line reporting to the Museum Director, Ena Heller.

PRINCIPAL OPPORTUNITIES

As Rollins College's 15th president since 2015, [Grant H. Cornwell](#) has grown Rollins' reputation as a distinguished liberal arts college. Under his leadership, applications, enrollment, and the diversity of the student body have been the highest in the college's history. He engaged the entire college community in an extensive strategic planning process, including an ambitious capital projects plan that will change the face of the campus over the next five years as facilities are constructed or renovated to facilitate delivery of programs focused on student success in the 21st century. He has advanced the college's commitment to excellence in teaching by relaunching the Endeavor Center for Faculty Development. He is also shepherding the most ambitious fundraising campaign in the college's history, currently completing its quiet phase and anchored by the single largest gift—\$40 million—in Rollins' history.

A key priority of the "Campaign For Rollins" is to complete fundraising for a new facility for the college's art museum. It is envisioned that the new museum facility will be located adjacent to a new building for the Roy E. Crummer Graduate School of Business and an expansion of The Alford Inn, the college's boutique hotel. A larger Rollins Museum of Art facility, more accommodating of teaching and learning, and located more centrally within the City of Winter Park's cultural corridor, will provide space to show significantly more of its world-class collection (5,600 works of art and growing); organize and host larger exhibitions of scholarly significance and popular appeal; connect seamlessly with the collection on view at The Alford Inn; and welcome larger audience for lectures, tours and programs in the connected auditorium.

—Myrna Bizer, Assistant Vice President for Development

PRIMARY RESPONSIBILITIES

The Director of Development will

- develop and execute annual and multi-year fundraising plans to ensure a robust and sustainable pipeline of support from individuals, foundations, and corporations as appropriate;
- work with the museum Director and Assistant Vice President as well as colleagues within prospect research and analysis, donor relations, major giving, foundation relations, planned giving, and the annual leadership gifts teams to develop solicitation priorities, measures of success, and

strategies for major-gift-level prospects including engaging the President and other senior leadership at the college as appropriate;

- manage a portfolio of major donors/prospects (\$50K+) with a focus on sound fundraising practices using metrics for accountability measurements to achieve fundraising goals;
- focus on securing gifts for the Cornell Fine Arts Museum priorities that include but may not be limited to general endowment, positions, exhibitions and programs, unrestricted support, facility renovations, and new facilities;
- partner with annual leadership and other major gift officers, gift planning, corporate and foundation relations, and prospect research colleagues on solicitations;
- collaborate with donor relations to develop effective stewardship strategies;
- prepare briefing materials, solicitation strategies, and proposals for fundraising calls;
- coordinate with central development staff and other cross-functional team members to identify prospects and develop team solicitation plans for planned giving, individual, corporate and foundation relations, and principal gifts;
- empower other members of the Institutional Advancement team to be successful front-line fundraisers for the museum through their assigned portfolios of donor and prospect relationships;
- uphold and exemplify the operating practices of the Institutional Advancement Division in support of the goals and mission of the college and museum;
- assist in the facilitation of meetings, communications, informational exchanges, and project/philanthropic coordination with senior staff of the museum;
- plan for and initiate direct activities with prospects that are designed to enhance the affiliation between the prospect and the museum;
- negotiate gift agreements, prepare and present proposals;
- prepare correspondence with prospects and document communications, solicitation activity, and gift information in compliance with Institutional Advancement reporting guidelines;
- create, inspire, and maintain donor loyalty, interest, and enthusiasm through stewardship communication and activities designed to express recognition, appreciation, and communicate the impact of gifts;
- provide counsel to Institutional Advancement staff on alumni/outreach programming relating to the museum;
- participate in key on-campus and off-campus events for the purposes of donor cultivation, enhancing familiarity with the museum, and working collaboratively with Institutional Advancement staff; and
- under the direction of the museum Director, act as the staff liaison and coordinate management of the Board of Visitors and related committees associated with the Cornell Fine Arts Museum.

KEY COLLEAGUES



Myrna K. Bizer

Assistant Vice President for Development

Myrna Bizer is the Assistant Vice President for Development at Rollins College with prior frontline fundraising leadership positions at Brown University, where she was Senior Regional Development Director for the \$1.6 billion *Boldly Brown Campaign*, and the University of Rhode Island as Managing Director for the Academic Health Collaborative during the silent phase of a \$300 million campaign. She capped her time at URI with a gift that nearly doubled the College of Pharmacy endowment and named its facility Avedisian Hall. Bizer is responsible for oversight and management of major, planned, and annual giving. Prior to frontline fundraising, Bizer built a donor relations, development communications, and special events program at the University of Rhode Island during the \$150 million *Making a Difference Campaign* and worked in progressively responsible positions within stewardship, annual giving and leadership giving for Stetson University during its \$200 million campaign in the 1990s. Bizer has been an instructor for Academic Impressions on *Measuring and Evaluating Development Officer Performance*. Her volunteer efforts include current service as an Officer and Secretary of the Board of Directors for the Mayflower Retirement Center in Winter Park, Florida. Formerly, she served as an elected official and chairperson of the South Kingstown School Committee in South Kingstown, Rhode Island and board member of the South Kingstown Education Foundation. She has a B.M. in classical voice from the University of Missouri.



Ena Heller

Bruce A. Beal Director, Cornell Fine Arts Museum

Ena Heller is the Bruce A. Beal Director of the Cornell Fine Arts Museum at Rollins College. She came to Rollins in 2012 from the Museum of Biblical Art (MOBIA) in New York City, where she was founding Executive Director. Prior to MOBIA she held positions in the Medieval and Education Departments at the Metropolitan Museum of Art and the Registrar Department at the Museum of Modern Art. Dr. Heller's teaching experience includes appointments at the College of the Holy Cross (Worcester, MA) and Manhattanville College (Purchase, NY). She was a contributing editor for the volumes *Perspectives on Medieval Art: Learning through Looking* (2009) and *Reluctant Partners: Art and Religion in Dialogue* (2004) and the numerous exhibition catalogs. Other publications include essays to the collective volumes in *History of Jewish Architecture* (2019); *From the Margins I & II: Women of the Hebrew Bible and their Afterlives/Women of the New Testament and their Afterlives* (both in 2009); *Women's Space: Patronage, Place, and Gender in the Medieval Church* (2005). Dr. Heller holds a Ph.D. in art history from the Institute of Fine Arts, New York University and is a graduate of the Getty Museum Leadership Institute. She has presented papers at the conferences of the Association of Academic Museums and Galleries, Society of Architectural Historians, College Art Association, at the Institute of Fine Arts, and at numerous museums and universities throughout the country, and is the recipient of the 2010 Religion and Arts Award from the American Academy of Religion. Under her tenure at Rollins, the museum's visitor numbers tripled; more than 750 new acquisitions joined the collection; \$1 million was added to the endowment for exhibitions; and the operating budget doubled.



Elizabeth Creed Fontes, CAP, CFRE
Director of Planned Giving

Elizabeth C. Fontes is the Director of Planned Giving at Rollins College. Fontes has twenty years of experience in development at higher education and health care institutions in the state of Florida. Fontes is a graduate of the University of Texas, Austin where she received a B.S. in communications. She began her fundraising career at the American Cancer Society in Tampa where she worked for over ten years. She went on to the University of South Florida, where she served as Director of Development for the College of Engineering during the \$600 million comprehensive *Unstoppable Campaign*. In her current role, Fontes is responsible for leading the planned giving department for Rollins College. Rollins College has

been ranked 24 consecutive years in a row by *U.S. News & World Report* among the top two regional universities in the South. Fontes has served as a Board Member of the Association of Fundraising Professionals, Suncoast Chapter and as the Vice President for the Partnership of Philanthropic Planning of Tampa Bay (currently Charitable Gift Planners of Tampa Bay). She is currently a member of the Central Florida Estate Planning Council, the Charitable Gift Planners of Central Florida, and the Pi Beta Phi Alumni Club of Central Florida. Fontes is committed to professional growth and is a Chartered Advisor in Philanthropy, a Certified Fundraising Executive, as well as a Competent Leader and Competent Communicator through Toastmasters International.



Laurie Houck
Vice President for Institutional Advancement

As Vice President for Institutional Advancement, Laure Houck oversees the Development, Corporate and Foundation Relations, Donor Relations, Annual Giving, Alumni Relations, Advancement Services, and Scheduling and Events teams. Prior to Rollins College, Houck served as Vice President for Development and Alumni Relations at the College of Wooster. During that time, she and her team created and implemented effective fundraising and alumni engagement programs that led to increased giving and volunteer involvement, and built on the strong relationships with and commitment of the Board of Trustees and the Alumni Board. She also led the development team at Whitman College from 2006

to 2011, where she created the architecture for their largest campaign. Prior to Whitman, during her decade-long tenure at the University of Washington, she played a key role in the University's \$2 billion campaign. Houck holds a B.A. in English from Whitman College and completed coursework at Harvard University's Institute for Educational Management in 2013. She joined the Rollins community in January 2017.



Patricia Lancaster, Ph.D.
Chairman of the Board of Visitors, Cornell Fine Arts Museum

Patricia Lancaster graduated with a B.A. *magna cum laude* from Coker College. She was an NDEA Fellow at Emory University, where she completed the M.A. and Ph.D. in French. In 1970 Lancaster joined the French Department of Rollins College. She taught French and Humanities and led summer study trips to Tours, France. In 1983 she was elected Associate Dean of Faculty. She continued her career in administration, serving as Director of International Programs, Dean of the Brevard Campus, Dean of the Hamilton Holt School, and Vice President for

Academic Affairs. Rollins honored her with the Arthur Vining Davis Award for Excellence in Teaching, the Hamilton Holt Medallion, and the Rollins Medal for Service Excellence.

Patricia served for six years as Director of the Master of Liberal Studies Program. She arranged and participated in MLS summer field studies in Paris, Greece, London, Turkey, and Italy. She has a lifelong interest in the arts and is an avid visitor to museums wherever she goes. An amateur sculptor, she finds inspiration for her work in the art of ancient cultures. Lancaster has served on the boards of Junior Achievement of East Central Florida, Circles of Care of Brevard County, Rotary Club of Cocoa, Crealdé School of Art, and United Arts of Central Florida. She is an emeriti member of the Board of Advisors of the Hamilton Holt School.

PREFERRED QUALIFICATIONS

Rollins College seeks a Director of Development for the Cornell Fine Arts Museum with

- a demonstrated ability to make the case for giving to the fine arts with clear evidence of effectively securing financial support for multi-million-dollar programs or initiatives, including producing record of leadership level solicitations and closures;
- an ability to obtain a comprehensive understanding of the philanthropic priorities of the museum, effectively matching the specific interests of prospects to those needs;
- an ability to manage the details of a fundraising professional including timely submission of contact and expense reports and utilization of the technical tools of fundraising;
- an ability to develop authentic relationships and understand the needs and interests of donors;
- interest in all aspects of higher education with dedication to promoting the Cornell Fine Arts Museum;
- an understanding of a residential liberal arts college and a college museum or ability to learn quickly;
- excellent oral and written communication skills to include effective and persuasive writing, and interpersonal skills;
- self-motivation with a strong work ethic;
- strong decision-making skills and an ability to work with confidential information;
- tact and discretion;
- an ability to proficiently prioritize and organize work assignments and perform accurately in a detail-oriented environment; and
- an ability to facilitate strong communications with colleagues, donors, prospective donors, and alumni.

A bachelor's degree is required for this position. At least three years of successful experience in major gift fundraising or related fields, preferably within higher education for an academic museum is preferred. This position requires significant travel.

DIVERSITY, EQUITY, AND INCLUSION

Rollins College values and embraces multiculturalism, diversity, and inclusion in its pursuit of academic excellence, global citizenship, and responsible leadership.

The concept of diversity encompasses acceptance and respect. It means understanding that each individual is unique, and recognizing our individual differences. These can be along the dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, visible and invisible abilities, religious beliefs, political beliefs, or other ideologies. Inclusion is the presence and the acknowledgement of these identities and voices, both present and not, that cultivates an enriching experience to explore these

differences in a safe, positive, and nurturing environment. It is about understanding each other and moving beyond tolerance to embracing and celebrating the rich dimensions of diversity contained within each one of us.

SALARY AND BENEFITS

Rollins College offers a competitive salary and benefits package.

LOCATION

This position is based in Winter Park, Florida, an attractive and historic residential community adjacent to the city of Orlando. Rollins' award-winning campus is situated on the shores of beautiful Lake Virginia and adjacent to the first-class dining, shopping, and entertainment options of Winter Park's famous Park Ave. Rollins College was ranked first among the Most Beautiful Campus by *The Princeton Review's The Best 380 Colleges*.

APPLICATION INSTRUCTIONS

All applications must be accompanied by a résumé and a cover letter. ***Cover letters should be responsive to the mission of the Cornell Fine Arts Museum, Rollins College.*** Review of applications will begin immediately and continue until the successful candidate has been selected.

To apply for this position, visit:

[Director of Development for the Cornell Fine Arts Museum, Rollins College.](#)

To nominate a candidate, please contact Tim Child:

timchild@aspenleadershipgroup.com.

All inquiries will be held in confidence.