

ASPEN • LEADERSHIP • GROUP

DEPUTY DIRECTOR, SOCIETY OF FELLOWS, SAN FRANCISCO BAY AREA

THE ASPEN INSTITUTE

San Francisco Bay Area, California

<http://aspeninstitute.org>



The Aspen Leadership Group is proud to partner with the Aspen Institute in the search for a Deputy Director, Society of Fellows, San Francisco Bay Area.

The Deputy Director, Society of Fellows San Francisco Bay Area, is a remote based position representing the Aspen Institute's Office of Institutional Advancement. This high level outward facing position will manage and develop philanthropic relationships, primarily with individual philanthropists, as well as manage content based events in the San Francisco Bay Area.

The Aspen Institute is an educational and policy studies organization based in Washington, DC. Its mission is to foster leadership based on enduring values and to provide a nonpartisan venue for dealing with critical issues. The Institute has campuses in Aspen, Colorado, and on the Wye River on Maryland's Eastern Shore. It also maintains offices in New York City and has an international network of partners.

The Aspen Institute has earned a reputation for gathering diverse, nonpartisan thought leaders, creatives, scholars, and members of the public to address some of the world's most complex problems. But the goal of these convenings is to have an impact beyond the conference room. They are designed to provoke, further and improve actions taken in the real world. Aspen Institute events have attracted presidents, statesmen, diplomats, judges, ambassadors, and Nobel laureates over the years, enriching and enlivening the Institute as a global forum for leaders.

The Society of Fellows is an engaged community of donors who actively participate in Aspen Institute programs, act as advocates and ambassadors, and help sustain the Institute's work. The Society of Fellows has more than 1,750 members who share a passion for the Aspen Institute and provide important unrestricted financial support. Society of Fellows support plays an instrumental role in advancing the mission of the Aspen Institute. Fellows actively participate in the Aspen Institute's programs, act as advocates and ambassadors, and help sustain the Institute's mission. Fellows understand the importance of fostering leadership based on values, encouraging individuals to reflect on the ideals and ideas that define a good society, and promoting civil dialogue on the important issues of the day.

REPORTING RELATIONSHIPS

The Deputy Director, Society of Fellows, San Francisco Bay Area will report to the Director, Society of Fellows based in Aspen, Colorado, and interacts routinely with other senior leaders of the Aspen Institute, support colleagues in the Aspen Office, as well as trustees, and members of the Society of Fellows.

PRINCIPAL OPPORTUNITIES

The Deputy Director will transform a successful start-up effort in the San Francisco Bay Area from an ad hoc staffed effort into a professionally-run growth phase. With eight underwritten events annually and a membership that has grown 30% over the past four years, there are opportunities that need the high level, full-time attention of a professional leader. With the support of a national team of colleagues across the Aspen Institute, the successful candidate will lead the effort into a new phase of solid and mature management and growth.

The San Francisco Bay area is a key area of support and participation for the Aspen Institute. San Francisco and its surroundings now represent the third largest market for current Aspen Institute participants and supporters. There is a significant opportunity in the Bay Area to cultivate our existing network and build new diverse audiences for our work.

This regional outreach effort will deepen Aspen Institute's relationships with current friends and supporters in the San Francisco Bay Area; raise awareness of the Aspen Institute's broad work in policy and leadership development; engage interest in the Institute's mission and dedication to values-based leadership; deepen and expand the Institute's participant network and programming in the Bay Area; and grow and diversify the Institute's donor support network. This will be achieved through high quality program offerings, one-on-one stewardship of participants and donors, and promotion of the Institute's work, mission, and nationwide engagement opportunities to new and diverse audiences.

PRIMARY RESPONSIBILITIES

Society of Fellows Member Stewardship and Cultivation

The Deputy Director, Society of Fellows, San Francisco Bay Area will

- cultivate new members, renewals, and upgrades of donors through emails, phone calls, letters, and cultivation meetings;
- maintain regular contact with current members and actively expanding the Aspen Institute's network in the San Francisco Bay Area;
- manage an assigned portfolio of approximately 250 households in the San Francisco Bay Area; and
- be responsible for researching and developing strategies for senior staff in cultivating relationships and gifts beyond annual membership.

Underwriter and Partnership Relationships

The Deputy Director, Society of Fellows, San Francisco Bay Area will

- take a lead role in day to day management of series underwriter and other partner relationships;
- serve as a primary liaison with assigned area Trustees, including staffing any ad hoc committee meetings, and
- support Trustee cultivation efforts and introductions.

Programming Content and Speaker Management

The Deputy Director, Society of Fellows, San Francisco Bay Area will

- take a lead role in stewarding the San Francisco Bay Area speaker series, Society of Fellows events, and other OIA events in the San Francisco Bay Area including the four Morris Series lecture events, the four Society of Fellows Discussion Reception Series events underwritten by the McCloskey/Karpowicz families, and managing invitation only private cultivation dinners and gatherings associated with events.

Communications and Marketing

The Deputy Director, Society of Fellows, San Francisco Bay Area will

- take lead responsibility for the timely marketing, communications, and new membership appeals to area members including but not limited to quarterly event calendars, website updates, et al, through the internal systems of the Society of Fellows and the Aspen Institute communications teams.

KEY COLLEAGUES



Peter Waanders
Director, Society of Fellows

Peter Waanders has served as Director for the Society of Fellows (SOF) since 2011. This includes overseeing the programming, cultivation, and stewardship of this important group of engaged supporters. Nearly doubling since Peter took leadership; SOF now offers over fifty events a year, serves over 1,750 members, and raises approximately \$5 million in unrestricted funds annually to support the work of the Institute. In addition, Peter serves as a Major Gift Officer for the Institute's Scholars and Scholarships Campaign. Peter holds a Bachelors of Arts

from the University of Pennsylvania and a Masters of Arts from the University of London. Peter has a unique combination of business, information technology, and non-profit experience and owned both independent bookstores and art galleries before joining the Institute. He is active in the Aspen community, having recently serves as president of both Aspen Young Professional Association and the Rotary Club of Aspen. He currently serves on the board of The Buddy Program and is active in Christ Episcopal Church. Peter lives in Aspen with his wife, Jennifer Causing, and their young children Sofia Grace and James Kai.



Eric Motley
Executive Vice President, Institutional Advancement and Corporate Secretary

Eric L. Motley, Ph.D., is an executive vice president at the Aspen Institute, responsible for Institutional Advancement and governance. He previously served as Vice President and Executive Director of National Programs and prior to that he served as Vice President and Managing Director of the Henry Crown Fellows Program from January 2007 until April 2014. In addition to managing the Henry Crown Fellowship Program, he served as the Executive Director of the Aspen-Rockefeller Foundation's Commission to Reform the Federal Appointments

Process, an independent, nonpartisan effort to evaluate the Federal government's vetting and clearance procedures. Prior to joining the Aspen Institute, he served as the Director of the U.S. Department of State's Office of International Visitors within the bureau of Public Diplomacy. In 2003, he became Special Assistant to President George W. Bush for Presidential Personnel, where he managed the appointment process in the White House for over 1,200 presidentially-appointed advisory board and commission positions. He joined the White House staff as Deputy Associate Director, Office of Presidential Personnel in 2001.

Eric is a Henry Crown Fellow of the Aspen Institute, Class of 2003. He has written and lectured on the intellectual and political contributions of Scottish-born American Founding Father, James Wilson. He is currently engaged in developing a collection on the scholarship of the eminent Greek scholar Sir Kenneth Dover, including copies of all his books, personal papers, and various items from his personal catalogue. In October 2006 he published his first volume of poetry *Luminaria*. His civic involvement includes the Cosmos Club of Washington, DC; Grolier Club of New York City; Board of Directors of Young Concert Artists; Samford University; and the University of St. Andrews, Scotland. He serves on the Board of Directors of Barry-Wehmiller Companies, the Library Cabinet for the Fred W. Smith National Library for the Study of George Washington, The Smithsonian American Art Museum's National Council, and the Chapter Board of the Washington National Cathedral. He is a Paul Harris Fellow of the Rotary International Foundation.

Eric is an avid book collector of first editions and rare books with a concentration on the English writer and lexicographer Samuel Johnson. Eric earned his Bachelor's degree in Political Science and Philosophy from Samford University in 1996. As a Rotary International Ambassadorial Scholar at the University of St. Andrews in Scotland, he earned a Master of Letters in International Relations and a Ph.D. in International Relations as the John Steven Watson Scholar.



Miguel Vieira

Director of Philanthropic Partnerships and Campaigns

Miguel Vieira is Director of Philanthropic Partnerships and Campaigns at the Aspen Institute, where he oversees the Institute's strategic fundraising efforts related to capital projects, scholarships, new programming initiatives, and planned giving. In addition to serving as a major gift fundraiser, Miguel is also responsible for crafting communications for campaign priorities, managing donor engagement and stewardship, and working with donors to develop customized philanthropic partnerships. He previously served as Deputy Director of the Institute's \$100 million *Scholars & Scholarships Campaign*, the largest and most far-reaching fundraising effort in the organization's history. Prior to joining the Institute, Miguel was Assistant Director of Development at American University, where he was a frontline fundraiser and communications strategist for the School of Communication's \$25M capital campaign. In addition to his experience in nonprofit development, Miguel has worked in the U.S. Senate, in public relations, and on several local and state-level political campaigns. He is a graduate of Rutgers University and the School of International Service.



Silbi Kelly Stainton

Deputy Director, Society of Fellows Aspen Office

Silbi Kelly Stainton serves as the Deputy Director for the Aspen Institute's Society of Fellows. She curates programming for and supports the cultivation and stewardship of this important constituency of the Aspen Institute. She is the founder of both the Marshall Direct Fund, a nonprofit empowering women and children in Pakistan via education and economic opportunities, as well as Her Own Two Feet, a social enterprise linking women entrepreneurs in conflict countries to the global market. Silbi earned a Master's degree in Law and Diplomacy from the Fletcher School in 2002 where she cross enrolled at Harvard's Kennedy School of Government taking courses in asymmetric threats to international security and leadership. Her thesis, which began prior to 9/11, focused on the U.S. management of the war on terror. She holds a B.A. from the University of Colorado where she majored in international affairs and graduated Phi Beta Kappa and Summa Cum Laude in 1998 also focusing on counter-terrorism. She is mother to two children and enjoys spending free time with her family mountaineering, skiing, camping, and travelling across the globe.



Chloe Tabah
Senior Associate, Society of Fellows

Chloe Tabah currently serves as a Senior Associate for the Aspen Institute's Society of Fellows (SOF) program under the umbrella of the Office of Institutional Advancement. She works to curate year-round programming and to oversee the preparation and execution of all events in Aspen and in San Francisco for SOF members, an important constituency of the Aspen Institute. Chloe supports the cultivation of prospective philanthropic partners and the stewardship of existing SOF members, in addition to supporting the development of program strategy and planning. Chloe joined the Aspen Institute as a Development Coordinator in 2012 after graduating from Middlebury College with a dual degree in Psychology and French. She earned a graduate certificate in Impact Investing and Social Enterprise Management from the Middlebury Institute of International Studies at Monterey and has a passion for how the marriage of philanthropy and investment can yield high impact. She lives and works in Aspen, CO. When out of the office, Chloe spends her time enjoying outdoor adventures, reading, listening to podcasts, and traveling.



Desirée Beebe
Director of Special Events and Donor Relations

Desirée Beebe joined the Institute in 2017 and currently serves as the Director of Special Events and Donor Relations. As a member of the senior Institutional Advancement team, she contributes to the department's events, programming, and strategy, with a primary focus on leading large-scale benefit events, special donor programming, and major donor stewardship efforts. She works closely with Institute senior staff managing special projects for the Office of Institutional Advancement and directs the Washington, D.C. programming and cultivation of the Society of Fellows, the community of our most engaged supporters. Prior to working at the Institute, Desirée worked at the John F. Kennedy Center for the Performing Arts for eight years, leading the national and international advancement teams and managing several of the Center's prestigious advisory boards. She received her Bachelor of Arts from Fairfield University and her MFA in American Fine and Decorative Art from Sotheby's Institute of Art in New York City.

CANDIDATE QUALIFICATIONS AND QUALITIES

The successful candidate for the position of Deputy Director, Society of Fellows, San Francisco Bay Area should have

- strong interest in the work and mission of the Aspen Institute and the ability to represent the Institute externally to a wide variety of constituents;
- event planning and execution experience;
- fundraising experience;
- keen sense of personal integrity and discretion with handling sensitive information;
- excellent interpersonal skills, energy, and initiative;
- experience working with high-level board members, donors and volunteers;
- proficiency with Microsoft Office and contact management software;
- ability to handle multiple tasks with detail and precision; and
- ability to work well independently and as part of a team.

A Bachelor's degree is required for this position as is at least 10 years of comparable high level professional experience. A Master's degree is preferred.

SALARY & BENEFITS

The Aspen Institute offers competitive salaries and a wide variety of benefits to its employees and their families including Medical/Dental/Vision Coverage, Prescription Coverage, Life Insurance/Accidental Death & Dismemberment (ADD), Long Term Care Insurance, Short-term & Long-term Disability, Flexible Spending Account (FSA), Tax Deferred and Defined Contribution Retirement Plans (including employee match and generous employer contribution), Travel Insurance, Employee Assistance Program (EAP), Credit Union Membership, Tuition Reimbursement, YMCA Membership, Charitable Leave (one day to volunteer), 10-Paid Holidays and 1-Floating Holiday, Vacation, Sick, and paid Family Leave.

LOCATION

This is a remote position based in the San Francisco Bay Area.

DIVERSITY AND INCLUSION

As a nonpartisan forum for values-based leadership and the exchange of ideas, the Aspen Institute is dedicated to operating in a manner that welcomes and supports diversity and inclusion in all its forms.

Diversity and inclusion involves recognizing and equally valuing the agency and perspectives of all people regardless of race, ethnicity, ability, class, religion, age, gender identity, or sexual orientation, or any other differentiating characteristic. By fostering a community of diverse voices, talents, and backgrounds, we are better able to enact meaningful change on the global stage and ensure that the opportunity for social and political impact is available to all. To uphold these values, the Institute's Board of Trustees, management, and staff work to promote pluralism and inclusion within the organization and its constituencies. Each person involved with the Institute's mission has the opportunity to make an impact—regardless of gender, race, age, socioeconomic status, physical ability, or any other dimension of variation.

In hiring, the Aspen Institute seeks out new and unique voices, and upholds a workplace environment of inclusivity. It recognizes that in the analysis of issues and creation of solutions, it is vital to gain insight from the diverse array of perspectives of its stakeholders including staff, partners, and participants. The value of diversity and inclusion is especially important in the work of Aspen Institute programs throughout the nation and world. Many of the Institute's policy programs, seminars, and fellowships address these issues of diversity, equity, and inclusion through the work they do and by engaging community relationships.

Aspen Institute programs allocate and leverage resources, including scholarships and continued engagement with underrepresented communities, to ensure broader representation and participation in its programming. The Aspen Institute strongly believes these practices will lead to innovative solutions, new ideas, and more successful outcomes. All are responsible for fostering a society of open opportunity, where each person is aided by his or her capabilities and potential, and no one is disadvantaged by belonging to any particular group. The Aspen Institute values the diverse perspectives of its employees, friends, participants, and the communities in which it works, and is committed to doing what is necessary to ensure that diversity is a core value that underlies the fulfillment of its mission.

APPLICATION DEADLINE

All applications must be accompanied by a cover letter and résumé. 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 nominate a candidate, please contact Anne Johnson: annejohnson@aspenleadershipgroup.com.

All inquiries will be held in confidence.

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