

ASPEN LEADERSHIP GROUP

CHIEF EXECUTIVE OFFICER
ROGER TORY PETERSON INSTITUTE OF NATURAL HISTORY
Jamestown, New York
[Roger Tory Peterson Institute of Natural History](#)



ROGER TORY PETERSON INSTITUTE
OF NATURAL HISTORY

The Aspen Leadership Group is proud to partner with the Roger Tory Peterson Institute of Natural History in the search for a Chief Executive Officer.

The Chief Executive Officer will provide dynamic leadership and direct the management, planning, and fundraising activities of the Roger Tory Peterson Institute for Natural History (RTPI). The Chief Executive Officer will work closely with the President and Board of Trustees to refine and update existing programs as well as create new programs which enhance RTPI's reputation as a leading educational resource, a regional nature-focused art museum, and a center for conservation and environmental services with nationwide potential.

The Roger Tory Peterson Institute of Natural History was founded as a 501(c)(3) non-profit institution in 1984 in Jamestown, New York, the birthplace of Roger Tory Peterson (1908-1996) one of America's best-known nature artists, authors, and conservationists. RTPI's mission is to foster understanding, appreciation, and protection of the natural world in the spirit of Dr. Peterson's many accomplishments. To promote the study of natural history and its connections to human health and prosperity, RTPI focuses its endeavors on the synergy of three areas of expertise – art, education, and conservation.

Headquartered in an iconic building designed by renowned architect Robert A.M. Stern, RTPI's facility houses an art museum and the world's largest collection of original paintings and manuscripts by Dr. Peterson; the 'institute' which incorporates conservation and education activities; and administrative services that support the entire organization. RTPI employs a full-time staff of seven and three part-time staff (an additional 15-20 seasonal staff are added during the summer). RTPI generates revenues of about \$1 million annually. Its programs are supported by charitable donations, earnings from the RTPI Foundation (assets of approximately \$1.5 million) as well as grants and gifts from numerous other foundations and individual donors. In addition, RTPI earns revenues from museum admission fees, gift shop sales, special event fees (Banff Film Festival and Wild America Nature Festival), and fee-for-service contracts involving conservation research, environmental consulting, and educational programming.

REPORTING RELATIONSHIPS

The Chief Executive Officer will report to the Chair, Board of Trustees, William R. Hackney III.

PRINCIPAL OPPORTUNITIES

The Board of Trustees recently decided to restructure the RTPI organization to better position it for future growth. Previously, the President of RTPI, an accomplished conservation biologist, has served as CEO with responsibility for all activities of the organization. Over the past five years, RTPI's revenue growth has come increasingly from grants and fee-for-service contracts associated with the environmental science, conservation, and educational programming under the supervision of the President. However, revenues from fundraising and other activities have not kept pace with RTPI's potential. In addition, more and more of the President's time was in demand for public speaking on conservation and environmental issues.

The Board, in consultation with the President, has decided to restructure RTPI under a new CEO with substantial leadership skills in fundraising, business management, and marketing. This new structure would allow the President to concentrate on the science side of RTPI – its conservation and education activities which have underpinned recent growth. In addition, the new structure will improve the organization's fundraising ability and capacity to access new markets outside western New York.

The Board believes that under the right business leader, RTPI has substantial growth opportunities to develop into a world class environmental education, research and consulting center and build on its strong reputation as a leading regional museum of nature art.

Adding to the attractiveness of this position is the on-going economic renaissance of the Jamestown, New York area due to the opening of the National Comedy Center, a resort hotel, and substantial downtown redevelopment activities. Jamestown and the surrounding Chautauqua Lake area offer a unique blend of culture, nature and quaint small town life styles.

PRIMARY RESPONSIBILITIES

Strategy

The Chief Executive Officer will

- in conjunction with the Board of Trustees work to achieve financial sustainability, fulfill the mission of RTPI, and enhance its reputation both regionally and nationally;
- create clarity around the mission and goals and set strategic direction;
- provide the Chair, Board of Trustees, with timely input on key issues confronting the organization, particularly those which could attract the attention of the public or community leaders; and
- maintain an eye toward growth to meet the ongoing needs of the community.

Management and Leadership

The Chief Executive Officer will

- provide business and executive oversight of the Institute and the museum to ensure that revenue and expense goals are achieved and sound business practices are followed;
- manage, train, and lead a full-time staff of seven plus volunteers and seasonal workers;
- exercise executive authority over all employees of RTPI in consultation with the Chair, Board of Trustees;
- develop and manage budget, providing ongoing budget oversight while ensuring maximum resource utilization and maintenance of the organization in a positive financial position;

- ensure staff and membership have an environment of creativity that fosters an open exchange of ideas;
- implement policies and processes to drive organization and manage activities; and
- working with Jamestown Community College and local volunteers, maintain and manage the appearance and functionality of the facilities.

Fundraising and Marketing

The Chief Executive Officer will

- direct, re-engineer, and improve fundraising activities to increase contributions and other philanthropic support from individuals, community leaders, corporations, and foundations;
- act as a spokesperson for RTPi locally and nationally;
- direct the development of public relations and marketing initiatives to raise the profile of the museum and the conservation and education activities of the Institute;
- evaluate opportunities to increase volunteer support of RTPi in order to reduce costs and improve relations with the local community; and
- provide consistent, responsive, and effective internal and external communication.

KEY COLLEAGUES



William R. Hackney III
Chair, Board of Trustees

Bill is a retired investment management executive. From 1995-2017, he was a senior partner/managing partner with Atlanta Capital Management, a registered investment advisor with \$25 billion in assets under management. Prior to joining Atlanta Capital, he was Chief Investment Officer of First Union's Capital Management Group in Charlotte, NC. Earlier, he was Director of Investor Relations for First Union Corp. (a bank holding company acquired by Wells Fargo) and Regional Research Director for E.F. Hutton & Company's Southeast Region. He served in the

US Marine Corps and retired with the rank of Colonel in the Marine Corps Reserve. He is currently a trustee for the Brevard Music Center in Brevard, NC, From 1996-2008, he served as a director of The Marine Toys for Tots Foundation. He is a graduate of UNC-Chapel Hill and received an MBA from the Citadel in Charleston, SC. He holds the Chartered Financial Analyst (CFA) designation. He resides in Marietta, Georgia and Lake Toxaway, NC.



Douglas Schutte
Chair-elect, Board of Trustees

Doug is President of Summit Wealth Management, Inc. a firm dedicated to providing comprehensive financial planning, tax planning, and investment advisory services for individual clients and businesses. His career in the financial services industry began in 1984. In 2010, he formed Summit Accounting Solutions, LLC to provide tax accounting and bookkeeping services. Currently, his firm has offices in Jamestown and Fredonia, NY and is in the process of opening a new office in

Buffalo. A lifelong belief in the importance of participating in the community has lead Doug to coach youth sports and recently win election to the office of Lakewood Village Trustee. He is currently Treasurer of Lakewood Community Development Corp. and chairman of the Board of Trustees of Jamestown Business College. Doug is a graduate of Hobart College and attained a Chartered Financial Consultant Designation (ChFC) from the American College. He has lived in Lakewood, NY for 27 years.



Linda G. Steckley
Board of Trustees

Linda is retired from a career in fundraising for education, public policy research, and the performing arts. Her most recent position as Senior Major Gifts Officer for The Chautauqua Institution followed chief development roles at The Brookings Institution, Duke University School of Law, New York University School of Law, and the University of Miami. In addition to service on the board of RTPI, Linda currently is active with Dickinson Alumni Council and the Chautauqua Opera Guild. She has served in leadership positions on boards with the Council for Advancement and Support of Education (CASE), the Fund for Education Abroad, and alumni boards at the University of Miami. For 27 years, she filled an ex officio position on the board of the Society of Laparoscopic Surgeons. She is a graduate of Dickinson college and has an MBA from the University of Miami. She lives in Chautauqua, NY and Juno Beach, FL.



Twan Leenders
President

Twan is a biologist from The Netherlands interested in animal ecology and conservation management. For more than twenty years, his work with birds, mammals, plants, and especially tropical amphibians and reptiles has taken him around the planet. As a former researcher at Yale University's Peabody Museum, he participated in many international expeditions that helped gather data to protect biologically important habitats and their unique species. Before coming to western New York, Twan was Assistant Professor of Biology at Sacred Heart University in Connecticut, and went back into the 'trenches' for hands-on conservation research and environmental management while leading the Science and Conservation Office of the Connecticut Audubon Society. As President of RTPI, he is responsible for conservation and education programs. Twan holds a doctoral degree in biology from Catholic University Nijmegen, The Netherlands. He resides in Jamestown, NY with his family.

PREFERRED QUALIFICATIONS

Roger Tory Peterson Institute of Natural History seeks a Chief Executive Officer with

- exceptional written and verbal communication skills, including public speaking skills;
- strong business management skills and a desire to grow the organization, both in reputation and in revenues;
- a proven track record of fundraising;
- excellent critical thinking, problem solving, project management, and negotiation skills;
- the ability to work cooperatively and diplomatically with boards, volunteers, and community leaders;
- highly developed organizational skills and the ability to follow up on commitments;
- familiarity with basic accounting standards and software; and
- working knowledge of MS office and Windows operating system.

A bachelor's degree is required for this position. A master's degree is preferred. At least ten years of successful leadership, management, and fundraising experience is preferred as is prior experience managing a non-profit.

SALARY & BENEFITS

Roger Tory Peterson Institute of Natural History offers a competitive salary and benefits package.

LOCATION

This position is located in Jamestown, New York. The City of Jamestown is an economically sound and vibrant community serving as the industrial, commercial, financial, and recreational hub of Southwestern New York. As the center of a metropolitan area of more than 70,000 residents and a market area of nearly 175,000 people, Jamestown supports a broad diversity of industry, modern commercial establishments, and financial institutions, and provides a myriad of cultural and recreation opportunities for its residents. Jamestown's "balanced community living" reflects the commitment of both public and private sector forces to provide the highest quality of life possible.

APPLICATION INSTRUCTIONS

All applications must be accompanied by a cover letter and résumé. ***Cover letters should be responsive to the mission of Roger Tory Peterson Institute of Natural History.*** Review of applications will begin immediately and continue until the successful candidate has been selected.

To apply for this position, visit:

[Chief Executive Officer, Roger Tory Peterson Institute of Natural History.](#)

To nominate a candidate, please contact Shelley Semmler:

[shelleysemmler@aspingleadershipgroup.com.](mailto:shelleysemmler@aspingleadershipgroup.com)

All inquiries will be held in confidence.