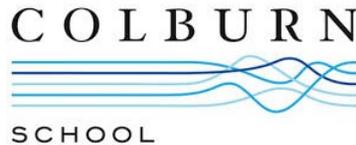




**VICE PRESIDENT OF ADVANCEMENT  
COLBURN SCHOOL**

**Los Angeles, California**

<https://www.colburnschool.edu>



The Aspen Leadership Group is proud to partner with the Colburn School in the search for a Vice President of Advancement.

The Vice President of Advancement provides vision and leadership to the advancement function. The VP is responsible for designing and implementing comprehensive institutional advancement programs and recruiting and developing talented team members with a focus on significantly increasing constituent involvement and fundraising outcomes. The VP has responsibility for the annual fund, corporate and foundation relations, major gifts, planned giving, the endowment campaign, as well as alumni and constituent relations efforts, stewardship, and advancement services. The Vice President's fundraising responsibilities include the closing of six- and seven-figure gifts and the development of strong relationships with the Colburn Board and staff. The Vice President interfaces with the Senior Vice President, Capital Campaign to coordinate fundraising efforts and implement organization-wide fundraising strategy.

The Colburn School provides young people who possess a passion for music, dance, and drama access to quality instruction so they may further explore their interests and continue developing their talents. Colburn's renowned faculty guide students through classes appropriate and catered to their age and skill level. The Colburn Community School of Performing Arts provides music instruction to beginners of any age as well as to those who want to hone their skills or participate in one of the Schools ensembles, orchestras or choirs. Highly gifted pre-college students may apply to study at the Colburn Music or Dance Academies, and college-age students prepare for careers in the performing arts through diploma and degree programs at the Colburn Conservatory of Music.

The staff and faculty of the Colburn School are committed to bringing music and dance performances and education into the greater community so others can experience the many benefits associated with the performing arts. Every year Colburn students and faculty present hundreds of free or affordable performances in Colburn's beautiful, professional theaters on campus as well as in prestigious venues around Los Angeles. The Colburn School partners with 15 Los Angeles Unified School District schools, 13 of which receive Title I funding, providing interactive and engaging concerts and instructional sessions to 5,000 students every year.

Colburn's goal is to accommodate students in developing a lifelong appreciation for the performing arts whenever possible without the constraints of financial concerns, awarding over \$500,000 in need-based scholarships to the Colburn Community School of Performing Arts every year. All students at the prestigious Colburn Conservatory of Music receive full tuition, room and board scholarships.

## **REPORTING RELATIONSHIPS**

The Vice President of Advancement will report to the President and Chief Executive Officer.

## **PRINCIPAL OPPORTUNITIES**

Though the Colburn School's fundraising function is less than ten years old, annual fund (exclusive of capital contributions) revenues have already advanced to approximately \$6 million annually. The catalysts for this dramatic growth have included several important factors including

- a meteoric rise in the national and international reputation of the Colburn School. For example, its Conservatory of Music is now ranked among the top tier of conservatories, including The Juilliard School and the Curtis Institute of Music;
- a strategic restructuring of academic programs, which has provided increased and interesting opportunities in which donors may invest. These include both annual and endowment opportunities that support the principal academic programs of the Colburn School: The Community School; pre-collegiate Music Academy; Trudl Zipper Dance Institute, which includes a prestigious, pre-professional Dance Academy and programs in classical ballet, tap, and contemporary dance; the college and post-graduate level Conservatory programs; and a vibrant Community Engagement Program which reaches more than 5,000 elementary students enrolled in Title I schools in the Los Angeles Unified School District;
- a focused board development effort, which has recruited almost a dozen successful leaders over the past two years;
- a restructuring of the Advancement Department that places greater focus on building a broader donor base and which is focused on relationship building and revenue generation;
- the recruitment of a relatively new team of seasoned advancement professionals; and
- because of the prescience of its founder, the School is now located in the heart of the new "cultural corridor" for Downtown Los Angeles, immediately adjacent to other iconic cultural institutions, including the LA Opera, Los Angeles Philharmonic and Walt Disney Concert Hall, the Broad Museum and the Los Angeles Museum of Contemporary Art (LA MoCA).

The alignment of so many positive developments at the Colburn School creates a signal opportunity for a seasoned advancement professional to advance the reputation and presence of the West Coast's most important and distinguished music school.

## **PRIMARY RESPONSIBILITIES**

The Vice President of Advancement will

- advance the mission, vision, and goals of the Colburn School in concert with the President and Chief Executive Officer; Senior Vice President, Capital Campaign; and senior leadership colleagues;
- work closely with the President and Chief Executive Officer and Senior Vice President, Capital Campaign to increase donor support and achieve fundraising goals;

- serve as a member of the leadership team and maintain close working relationships with members of the Board of Directors and key alumni, parents, and friends;
- maintain a dynamic portfolio of high net worth individuals and secure major and planned gifts, as well as annual gifts and endowment support;
- create and execute fundraising plans in annual, major, planned, and alumni giving to meet fundraising goals;
- support and coordinate with campaign staff to ensure advancement department and capital campaign strategies are complementary, do not overlap or inappropriately target the same donors;
- hire, train, inspire, and guide advancement staff toward accountable, goal-oriented outcomes;
- develop annual plans and budgets for all fundraising segments including annual fund, major gifts, planned giving, endowment giving, foundations and corporate giving, and alumni giving; and
- serve as an exemplary School advocate in the community, with local leaders, business and corporate partners, building relationships across the School, community, and Board of Directors.

#### KEY COLLEAGUES



**Sel Kardan**  
**President and Chief Executive Officer**

Sel joined the Colburn School as President and CEO in October, 2009, bringing years of experience as a performing arts executive, educator, and violist. In his role as President and CEO, Mr. Kardan shapes and leads the future path of Colburn and its four divisions: the Community School, Music Academy, Trudi Zipper Dance Institute, and Conservatory, which together serve more than 2000 students from early childhood development to post graduate studies.

Mr. Kardan's vision for the Colburn School is distinguished by his commitment to the school's continuum of education, providing a place where students of all ages and skill levels can nurture their craft. In carrying out this institutional vision, Mr. Kardan has overseen the creation of two new academies: the Music Academy, a program for gifted pre-college musicians; and the Dance Academy, a training program for exceptional pre-professional ballet dancers. Recognizing Colburn's role as a cultural resource in the Los Angeles community, he has also worked to greatly expand community engagement initiatives and need based scholarship opportunities for Colburn students. Under Mr. Kardan's administrative leadership, Colburn has enjoyed growth in enrollment, greater national visibility, increased philanthropic support, and stable financial health.

Prior to coming Colburn in 2009, Mr. Kardan served as President and CEO of the Music Institute of Chicago, where he was the driving force behind the creation of the Academy, an elite pre-conservatory training center for young musicians. He was formerly Executive Director of the Shriver Hall Concert Series in Baltimore, a leading presenter of classical solo and chamber music, and Executive Director of the Heifetz International Music Institute, a summer training program and festival for gifted string players.

A native of Philadelphia, Mr. Kardan is a graduate of the Peabody Institute and performed and taught at both the pre-college and collegiate level as a violist prior to beginning his administrative career.



**Seth I. Weintraub**  
**Chief Financial Officer and**  
**Chief Administrative Officer Board Treasurer**

Seth joined the Colburn School, as Chief Financial Officer, Vice President of Finance and Treasurer, in 2010. He has over 25 years' experience in financial management in both the nonprofit and for-profit sectors. His background includes accounting, audits, financial controls, budgeting, strategic and financial planning, banking, risk management, tax matters, and information systems.

Prior to Colburn, he was the Chief Financial Officer for the Jewish Federation Council, the Los Angeles Opera Company, and Starving Students Moving Company. He has held other financial leadership positions with Signature Eyewear, Inc., Roll International Corporation, and GTE Corporation. He has also been an independent financial consultant as well as a volunteer consultant for ESC. Seth is an active member of the Anti-Defamation League and serves on its Regional Board of Directors.

Seth is on the faculty of the American Jewish University's MBA program in Nonprofit Management, responsible for finance and accounting instruction. A Certified Management Accountant, he holds a BA in Mathematical Economics from the University of California, Berkeley and an MBA in Finance and Statistical Methods from the University of Washington.



**Edward W. Horner**  
**Senior Vice President Advancement and Endowment Campaign**

Ed joined Colburn School as Senior Vice President for Advancement and Endowment Campaign in January 2016. Mr. Horner comes to the Colburn School from the Music Institute of Chicago where he served as Executive Vice President. Mr. Horner brings a strong record of fundraising leadership at many of Chicago's most esteemed cultural and educational institutions.

For more than four decades Edward Horner has served in executive management positions, representing a number of Chicago's most prominent not for profit organizations, including The Art Institute of Chicago, Children's Memorial Medical Center (presently known as The Ann and Robert H. Lurie Children's Hospital of Chicago), The Graduate School of Business of the University of Chicago (presently known as the University of Chicago Booth School of Business) and The Field Museum.

He is a Life Director of the Presbyterian Homes and member and past vice chair of the Board of Directors of The Geneva Foundation; a member of the Board of Directors of The Arts Club of Chicago; retired member of The Osmond Family Foundation (Salt Lake City, Utah), *dba* The Children's Miracle Network, and presently serves as a member of the Council of Retired Directors of The Children's Miracle Network; and a member of the Board of Directors. He is a

founder and former member of the Board of Directors of Megalytics LLC, a national big data and analytics firm focused on commercial real estate risk strategies.



**Dr. Adrian Daly**  
**Provost**

The Colburn School named Dr. Adrian Daly as provost, the school's senior academic administrator, in July of 2015. Dr. Daly comes to the Colburn School from the Cleveland Institute of Music (CIM). Dr. Daly served as Dean of the Conservatory at CIM for seven years. During his tenure at CIM, he extended CIM's global presence in Asia, developing institutional connections in China, Korea, and Singapore, and expanded CIM's international exchange program by building new partnerships with the Franz Liszt Academy of Music in Budapest, the Sibelius Academy in Helsinki, and the Royal Danish Academy of Music in Copenhagen.

Dr. Daly received his Bachelor of Arts in Music from Trinity College Dublin, a Master of Arts in performance and literature from the University of Notre Dame, and a Doctor of Musical Arts in piano performance and literature from the Eastman School of Music. A former Fulbright Scholar from Ireland, Dr. Daly served on the faculty at the College of Music in Dublin, teaching piano and music theory, and was a part-time member of the faculty at Eastman, teaching in Eastman's Arts Leadership Program and in the Community Music School.



**Mark Berry, PhD**  
**Vice President Communications**

Mark joined the Colburn School in May 2014 having worked in arts marketing and arts administration for more than a decade. Prior to the Colburn School, Mark was Vice President of Marketing and Communications for the Rochester Philharmonic Orchestra. In that position he was responsible for the development and production of the orchestra's marketing materials, strategy for and management of all components of the annual subscription and single-ticket campaigns, and media relations. Before Rochester, Berry served in the marketing department at Carnegie Hall for almost five years, first as assistant editorial director and then as head writer. He worked on branding and strategic messaging for the institution, created a brand writing guide, oversaw the redesign of the Hall's *Playbill* program, and project managed the editing of a book on Carnegie Hall. Berry worked as a publicist for Naxos of America, the largest independent classical music distributor in the United States and Canada. He created and maintained a Naxos blog and developed a press strategy that resulted in coverage in the *Wall Street Journal*, *BusinessWeek*, *Los Angeles Times*, *Billboard*, *The New York Times*, NPR, and other major media outlets.

Berry also served as marketing manager for the Orchestra of St. Luke's in New York City, where he oversaw a comprehensive re-branding of the orchestra, created a marketing campaign that increased ticket income and website traffic, and implemented marketing for St. Luke's in-house recording label. A musician who plays double bass and bass guitar, Berry received his Bachelor of Music degree from Dalhousie University in Halifax and his PhD. in music history and theory from Stony Brook University.



**Linda Cormier**

**Vice President Human Resources and Corporate Secretary**

Linda is responsible for all human resource functions for the School including oversight for benefits administration, employee relations, payroll, compliance, recruitment and retention, and employment policies and procedures. She is a resource for faculty and staff and provides leadership to align the HR program with the School's mission and strategic goals. She also serves as Corporate Secretary to the Board of Directors.

Linda has over thirty years of experience in human resource management. Prior to joining the Colburn School in 2012 she was Vice President of Human Resources and Administration for a U. S. subsidiary of Mizuho Bank, one of the world's largest financial institutions. She holds a bachelor's degree in history from Bradley University, Peoria, Illinois and a master's degree in Asian studies from Washington University, St. Louis, Missouri.

**CANDIDATE QUALIFICATIONS AND QUALITIES**

The ideal candidate for this position is well organized, resourceful, and experienced in running high dollar volume fundraising efforts in a major non-profit, performing arts organization or independent college or university environment. A record of leadership and accomplishment in advancement with a proven track record of fundraising success, especially with endowment campaigns and major gift solicitations is required as are strong organizational, supervisory, and leadership capabilities; exemplary interpersonal skills; and the ability to favorably impact sophisticated volunteers and donors.

Furthermore, the successful candidate for the position of Vice President of Advancement should have

- exceptional planning and marketing skills;
- excellent and persuasive communication skills, both oral and written;
- demonstrated experience managing a comprehensive fundraising program;
- experience and knowledge of the Los Angeles philanthropic communities (preferred);
- comfort and familiarity with corporate environments (preferred);
- demonstrated enthusiasm for the Colburn School's mission and vision;
- ability and willingness to work flexible hours and travel nationally and internationally;
- professional presence to represent the School to both internal and external audiences;
- demonstrated ability and confidence to develop and nurture relationships with established and prospective donors to include individuals, businesses, and foundations;
- experience managing a professional staff, with a commitment to being a team member as well as the leader;
- ability to manage multiple responsibilities and projects, including the annual fund, major gifts, alumni relations, a comprehensive program of estate and planned gifts, and corporate and foundation fundraising; and
- ability to work independently and as a member of a team.

A bachelor's degree in marketing, public-relations, public administration, or equivalent combination of education and experience is required for this position as is a minimum of ten years of experience in successful fundraising including a demonstrated capacity to grow the fundraising efforts and close major gifts of six- to seven-figures. A minimum of seven years of senior level management experience is required as well, along with demonstrated accomplishments in overseeing and implementing short-term and long-term goals. A master's degree is preferred.

### **SALARY & BENEFITS**

Colburn School offers a competitive salary and benefits package.

### **LOCATION**

Colburn School is located in Los Angeles, California at the center of the thriving downtown arts corridor. The School is surrounded by the Walt Disney Concert Hall, Dorothy Chandler Pavilion, The Music Center, and Grand Performances at California Plaza. Also in the neighborhood are the Museum of Contemporary Art and Los Angeles Public Library.

### **DIVERSITY AND INCLUSION**

The Colburn School is committed to equal employment opportunity. It will not discriminate against staff members or applicants for employment on any legally-recognized basis ["protected class"] including, but not limited to: race; color; religion; genetic information; national origin; sex; pregnancy, childbirth, or related medical conditions; age; disability; citizenship status; uniform service member status; or any other protected class under federal, state, or local law. In California, the following also are a protected class: race; religious creed; color; national origin; ancestry; physical disability; mental disability; medical condition, including genetic characteristics; genetic information; marital status; status with regard to public assistance; sex; pregnancy, childbirth or related medical conditions; perceived pregnancy; actual or perceived gender; gender identity or expression; sexual orientation; civil air patrol membership; service in the military forces of the State of California or of the United States; military and veteran status; lawful conduct occurring during nonworking hours away from School premises; and age [40 or over]. Included in the definition of each protected category is the perception of membership in a protected category and an individual's association with an actual or perceived member of a protected category. Employees requesting accommodations will not be retaliated or discriminated against.

## APPLICATION INSTRUCTIONS

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 Ron Schiller:*  
[ronschiller@aspenleadershipgroup.com](mailto:ronschiller@aspenleadershipgroup.com).

*All inquiries will be held in confidence.*

