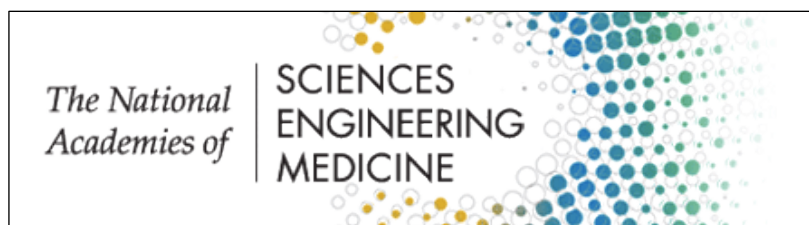


ASPEN • LEADERSHIP • GROUP

ASSOCIATE DIRECTOR OF DEVELOPMENT, NATIONAL ACADEMY OF SCIENCES

Washington, DC

<http://nasonline.org>



The Aspen Leadership Group is proud to partner with The National Academies of Sciences, Engineering, and Medicine in the search for an Associate Director of Development, National Academy of Sciences.

The Associate Director of Development will work with the National Academy of Sciences (NAS) Director of Development, NAS senior leadership, and Office of Development colleagues to plan, implement, and coordinate effective strategies and approaches to identify, cultivate, solicit, and close major and leadership gifts from individuals, corporations, and foundations. The Associate Director will collaborate with the Director of Development to set annual fundraising plans; manage a portfolio of major gift prospects including cultivation, solicitation, and stewardship, via face to face meetings, phone calls, and emails; travel locally and nationally to visit prospects; and prepare and review fundraising letters, proposals, and other materials; and liaise and coordinate with NAS membership and executive offices as well as development colleagues to plan and deliver fundraising goals for NAS.

The Associate Director will actively participate in building a culture of philanthropy and will work collaboratively with senior program colleagues across a decentralized development office and multi-tiered institution. The Associate Director will provide innovative solutions to complex problems that impact the office's success as well as establish processes and procedures to ensure the effective and efficient operation of the fundraising function.

The National Academies of Sciences, Engineering, and Medicine (the National Academies) are private, non-profit institutions that provide expert advice on some of the most pressing challenges facing the nation and the world. Their work helps shape sound policies, inform public opinion, and advance the pursuit of science, engineering, and medicine. The National Academies believe that their people make them unique, so they ensure that their employees feel fulfilled in what they do, and, at the same time, enjoy work-life balance. The National Academies offer a world-class benefits package that includes health, retirement, and transportation benefits.

The Office of Development (OD) for the National Academies plays an important role in their philanthropic efforts. As 501(c)(3) non-profit organizations, the National Academies count on the generosity of private donations to further their mission to advance science and technology; to advise government on policy for scientific, technical, medical, and engineering institutions; and on applications of science and technology to policy. The OD is the National Academies' fundraising arm and raises private support for projects and activities across the National Academies from individuals, corporations, and foundations.

REPORTING RELATIONSHIPS

The Associate Director of Development, National Academy of Sciences will report to the Director of Development, National Academy of Sciences.

PRINCIPAL OPPORTUNITIES

This is an exciting opportunity to join the leadership of one of the world's most important and influential scientific bodies. The National Academies of Sciences, Engineering, and Medicine provide expert advice on some of the most pressing challenges facing the nation and the world. Their work helps shape sound policies, inform public opinion, and advance the pursuit of science, engineering, and medicine. Academy members are among the world's most distinguished scientists, engineers, physicians, and researchers and include more than 300 Nobel laureates.

The National Academies are embarking on their first comprehensive fundraising campaign in nearly 20 years. With deep linkages to the top foundations and leading philanthropists in the US and around the world, the National Academies are poised to launch a successful campaign with a transformational impact. Under the leadership of its three presidents, Marcia McNutt, Dan Mote and Victor Dzau, the National Academies are deeply committed to mobilizing philanthropic support to advance its mission.

Society is facing an array of complex policy questions. The National Academies are distinctly qualified to provide nonpartisan, objective guidance for decision makers and the public. As they have done since their founding in 1863, they marshal the energy and intellect of the nation's leading critical thinkers to respond to policy challenges with science, engineering, and medicine at their core. This is an opportunity for an Associate Director of Development to work closely with the leading figures in science and technology as the National Academies deepen the impact of science on the great challenges facing society and strengthen the role of science, engineering, and medicine in decision making for the public and for policy makers.

PRIMARY RESPONSIBILITIES

The Associate Director of Development, National Academy of Sciences will

- in collaboration with Director of Development, support the President, Vice President, Executive Officer, and Chief Development Officer in fundraising activities;
- develop strategies to cultivate, solicit, and steward prospects;
- actively manage a portfolio of prospective major donors via face to face meetings as well as written and telephone contact throughout the donor life cycle;
- travel as needed for donor meetings and events;
- work with the Director of Development in planning fundraising activities to deliver against goals and objectives as needed including strategic planning, assisting in identifying funding sources and opportunities;
- proactively identify new prospective donors to be added to the portfolio;
- communicate with members, donors, their representatives, and others as necessary to facilitate and nurture prospect relationships and gifts;
- draft and edit correspondence, proposals, briefings, donor stories, and collateral fundraising materials for Academy leadership as appropriate;
- liaise with NAS membership and development colleagues in planning and delivery of annual appeals, acknowledgements, communications, corporate and foundation relations, stewardship, and events;

- actively participate in building a culture of teamwork, collaboration, creativity and high performance with employees of the Office of Development, NAS membership and Executive Office, employees of the National Academies, volunteers, donors, and members of the National Academies;
- participate as needed in the general activities of the Office of Development, including support of other staff and special projects as needed;
- represent the Office of Development in conferences, seminars, and other public and private events to advance the goals of the organization; and
- remain current and fully informed of laws, techniques, and advancements in the fundraising profession.

KEY COLLEAGUES



Michael Murphy
Chief Development Officer
National Academies of Sciences, Engineering, and Medicine

Michael Murphy joined the National Academies of Sciences, Engineering, and Medicine as their Chief Development Officer in 2015. Prior to moving to Washington, he served as Chief Executive Officer of the Foundation and Friends of the Royal Botanic Gardens, Kew in London, where he led its £100 million Breathing Planet Campaign. Murphy has served as the Associate Director of Development for the Royal Society in London, where he led its successful 350th Anniversary Campaign. Murphy has also held senior positions at the

Dublin City University Educational Trust, Antioch College and Planned Parenthood of Chicago.

Murphy received a Bachelor's degree in East Asian Studies from Lawrence University with a period of undergraduate study at the Beijing Foreign Languages Institute and the Chinese University of Hong Kong. He holds a master's degree in management from the McGregor School of Antioch University with subsequent executive education at the Stanford Graduate School of Business.

He is a dual citizen of the US and UK and has lived in four countries on three continents.



Marcia K. McNutt
President, National Academy of Sciences

Marcia K. McNutt is a geophysicist and president of the National Academy of Sciences. From 2013 to 2016, she served as editor-in-chief of the *Science* journals. Prior to joining *Science*, she was director of the U.S. Geological Survey (USGS) from 2009 to 2013. During her tenure, the USGS responded to a number of major disasters, including earthquakes in Haiti, Chile, and Japan, and the Deepwater Horizon oil spill. McNutt led a team of government scientists and engineers at BP headquarters in Houston who helped contain the oil and cap the well. She directed the flow rate technical group that estimated the rate of oil discharge during the spill's active phase. For her contributions, she was awarded the U.S. Coast Guard's Meritorious Service Medal.

Before joining the USGS, McNutt served as president and chief executive officer of the Monterey Bay Aquarium Research Institute (MBARI), in Moss Landing, California. During her time at MBARI, the institution became a leader in developing biological and chemical sensors for remote ocean deployment, installed the first deep-sea cabled observatory in U.S. waters, and advanced the integration of artificial intelligence into autonomous underwater vehicles for complex undersea missions.

McNutt began her academic career at the Massachusetts Institute of Technology (MIT), where she was the E.A. Griswold Professor of Geophysics and directed the Joint Program in Oceanography/Applied Ocean

Science & Engineering, jointly offered by MIT and the Woods Hole Oceanographic Institution. Her research area is the dynamics of the upper mantle and lithosphere on geologic time scales, work that has taken her to distant continents and oceans for field observations. She is a veteran of more than a dozen deep-sea expeditions, on most of which she was chief or co-chief scientist.

McNutt received a B.A. in physics from Colorado College and her Ph.D. in earth sciences at the Scripps Institution of Oceanography. Her honors include membership in the American Philosophical Society and the American Academy of Arts and Sciences. She holds honorary doctoral degrees from the Colorado College, the University of Minnesota, Monmouth University, and the Colorado School of Mines. In 1988, she was awarded the American Geophysical Union's Macelwane Medal for research accomplishments by a young scientist, and she received the Maurice Ewing Medal in 2007 for her contributions to deep-sea exploration.

McNutt served as president of the American Geophysical Union (AGU) from 2000 to 2002. She was chair of the Board of Governors for Joint Oceanographic Institutions, responsible for operating the International Ocean Discovery Program's vessel JOIDES Resolution and associated research programs. She is a fellow of AGU, the Geological Society of America, American Association for the Advancement of Science, and International Association of Geodesy.



Mark L. Carter

Senior Director of Development, National Academy of Sciences

Mark L. Carter joined the National Academy of Sciences as the Senior Director of Development in 2006. In collaboration with the president, executive officers, volunteers, NAS Council and staff of the NAS, and National Research Council (NRC), his primary responsibility is building a program to secure private contributions from individuals and foundations to support NAS's mission to provide independent, objective advice to the nation on matters related to science and technology, as well as its commitment to increase the public's understanding of science, and remain an active leader in the international scientific community.

Mr. Carter is a collaborative and knowledgeable fundraiser with more than two decades of fundraising experience securing all types of gifts—with 15 of those years specifically spent securing major and principal gifts. Prior to arriving at the National Academy of Sciences, Mr. Carter worked at Ohio University for six years where he successfully spearheaded the Fritz J. and Dolores M. Russ College of Engineering and Technology and Patton College of Education to the successful completion of the Ohio Bicentennial Campaign.

Carter received his Bachelor's degree from Allegheny College where he double majored in Psychology and Fine Arts. He is a member of the Association of Fundraising Professionals (AFP).

CANDIDATE QUALIFICATIONS AND QUALITIES

The successful candidate for the position of Associate Director of Development, National Academy of Sciences will have

- appreciation of the importance of sciences, engineering, and medicine and the mission of the National Academies;
- thorough understanding of philanthropy and professional trends;
- experience in soliciting major gifts or related experience;
- knowledge and understanding of sophisticated fundraising practices, annual giving, planned giving techniques, and essential functions of a pro-active and innovative fundraising organization;

- ability to conceptualize, plan, and implement a programmatic approach to building relationships and securing philanthropic support including setting ambitious goals, developing strategies for stewardship, prioritizing activities, planning and delivering events, and orchestrating the involvement of volunteers and organization leadership;
- ability to prioritize work and the flexibility to change directions as the job dictates;
- ability to solve problems and think creatively;
- ability to operate with some latitude for independent judgment and action;
- ability to work successfully in a team environment;
- experience working in complex environments with a high degree of organizational effectiveness;
- ability to develop relationships with members, donors, co-workers, and employees in other departments through effective communication and interaction;
- excellent written and verbal communication skills;
- proven ability to effectively interact with all levels of donors, employees, and external constituents; and
- close attention to detail, and high standards of customer service.

A Bachelor's degree is required for this position as is three years of related professional experience.

SALARY & BENEFITS

The National Academies of Sciences, Engineering, and Medicine offer a competitive benefits package.

LOCATION

This position is located in Washington, DC.

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 Greg Duyck: gregduyck@aspenleadershipgroup.com.

All inquiries will be held in confidence.

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