

# ASPEN • LEADERSHIP • GROUP

**CHIEF ADVANCEMENT OFFICER**  
**NATIONAL MUSEUM OF WILDLIFE ART OF THE UNITED STATES**  
Jackson Hole, Wyoming  
<http://wildlifeart.org>



The Aspen Leadership Group is proud to partner with the National Museum of Wildlife Art of the United States (NMWA) in the search for a Chief Advancement Officer.

The Chief Advancement Officer will lead NMWA's advancement strategy, manage day-to-day operations, and make fundraising solicitations at a leadership level. This individual will work closely with the Museum Director, advancement, marketing, program staff, museum staff, and the Board of Directors to build NMWA's capacity and impact over time. The Chief Advancement Officer will have a strong external presence and fundraising experience in addition to strong management skills.

NMWA raises money from individuals, businesses, and foundations. The museum relies on a combination of memberships (currently 1,800), major gifts, event sponsorships (currently 4-5 fundraising events per year), and grants. The Chief Advancement Officer has responsibility for overseeing the management for this as well as raising a large part of the annual operating budget for NMWA. The successful candidate will build NMWA's capacity for the long-term fundraising success, in a sustainable way that will allow NMWA to do its work through the ups and downs of economic cycles.

The Chief Advancement Officer will join a strong Museum that has expanded its reach and reputation in spite of a difficult economy and unexpected facilities renovations. Over the past three years, with the benefit of careful portfolio management and a generous bequest, the Museum's endowment has nearly doubled to \$19 million. It has also circulated and developed major exhibitions and produced significant new publications. It occupies an architecturally impressive building on a breathtakingly beautiful site. To build on these achievements, the Museum is executing a four-point strategic plan to build the collection, create a surpassing visitor experience, grow its endowment and earned revenue, and renovate interior facilities to better organize work and public spaces to serve audience and program needs.

## **REPORTING RELATIONSHIPS**

The Chief Advancement Officer is a member of the senior leadership team, reporting to the Museum Director, and as such is an important contributor to NMWA's overall strategic direction.

## **PRINCIPAL OPPORTUNITIES**

The Museum is seeking an extraordinary leader and fundraising professional who shares our values, and who has the vision to take NMWA to the next level. We have impressive ambitions to increase our impact, which will require a significantly expanded base of support.

The successful candidate will have the opportunity to build a team of professionals who can elevate the Museum's philanthropic successes in a way that has never been accomplished. The opportunity for building on the current base of support is tremendous. Teton County Wyoming has one of the highest per capita incomes in the nation and provides an excellent environment for increasing the Museum's financial capacity. These relatively untapped resources provide an exciting opportunity for the right candidate to produce additional financial support for the Museum as it strives to fulfill its mission.

## **PRIMARY RESPONSIBILITIES**

### **Strategy and Planning**

The Chief Advancement Officer will

- Oversee development activities to accomplish the goals of the Museum's strategic plan
- Create and develop a comprehensive annual development plan which incorporates capital campaign strategies; including timeline and work plans
- Work with the Museum Director, Department Directors, and Board of Trustees, to develop the organization's long term philanthropic and marketing strategies for individual, corporate, and foundation fundraising
- Create strong and collaborative working relationships with Museum senior staff in order to ensure fluid integration of development activities
- Evaluate the Museum's current activities in the areas of major gifts, planned giving, corporate and foundation relations, membership, annual giving, prospect research and stewardship
- Research and identify new revenue sources from public and corporate funds
- Develop and implement a detailed irrevocable deferred giving program including financial goals, timetable, and potential new sources
- Expand the Museum's membership campaign regionally and nationally
- Create and implement an annual operating development budget that supports the Museum's overall operating budget
- Integrate into the Jackson Hole community and maintain a visible and valuable presence
- Establish performance measures, monitor results and help the Museum Director, Development committee(s) and Board evaluate the effectiveness of the organization's fund development program

### **Management**

The Chief Advancement Officer will

- Manage development and marketing departments with responsibility for hiring, firing, managing and recruiting talent over time to build a high performing teams
- Coach, mentor, and develop the staff to achieve their highest potential
- Develop a culture of philanthropy, excellence, learning, and continuous improvement
- Ensure that NMWA has the processes and systems in place to support its fundraising efforts
- Evaluate the current donor database system and provide recommendations for upgrading the system

- Maintain a work-place environment based on mutual respect, candor, and trust, that encourages staff and volunteers to do their best work.
- Ensure that NMWA's fundraising and cultivation events are produced to high standards, are appreciated by donors, and are productive for the organization
- Ensure that NMWA's external communications from development are compelling and effective
- Establish personnel accountabilities for development and marketing staff that evaluates performance regularly
- Ensure that appropriate stewardship plans and systems are in place
- With the development committee(s) chair(s), develop agendas for meetings to ensure that the committees can fulfill their responsibilities effectively; develop an annual calendar to cover all crucial development issues in a timely fashion

### Important Relations

The Chief Advancement Officer will

- Build strong relationships with Staff, Board of Trustees, donors, and prospects
- Mobilize Board members and senior staff members to be successful relationship builders, fundraisers, and museum ambassadors

### KEY COLLEAGUES



**Steve Seamons**  
**Museum Director**

Steve Seamons began his non-profit career at the National Museum of Wildlife Art of the United States in 2009, as Director of Operations, and has been Museum Director since October 2016. He has 25 years of experience in management, finance, and tourism. Before joining the National Museum of Wildlife Art of the United States staff, he was the Controller at Snake River Lodge and Spa where he oversaw all aspects of accounting for this "RockResorts" property which was managed by Vail

Resorts Management Company. Additionally, he was the controller for the nationally published magazine *Western Interiors & Design*, founded in Jackson Hole, Wyoming.

Seamons holds a Bachelor of Science degree in Accounting from Utah State University. He held a CPA license while practicing public accounting for seven years in Utah, where he was a member of the Utah Association of Certified Public Accountants. He graduated from Leadership Jackson Hole, and is a current member of the Rotary Club of Jackson Hole.



**Scott Kirkpatrick**  
**Trustee**

Scott Kirkpatrick is founder and president of Teton Capital Advisers, managers of the Teton Capitol Fund, LP. Prior to forming Teton Capitol, Kirkpatrick was in institutional equity sales at A.G. Edwards, where he won the Albert Gallatin Award for outstanding performance. After graduating from Vassar College in 1987, he was a mergers and acquisitions analyst at Donaldson, Lufkin & Jenrette.

Kirkpatrick majored in political philosophy under David Kelley, who later founded the Objectivist Center. On scholarship at Oxford University, he wrote his thesis, justifying Locke over Marx, in support of the free market economy. In college, Kirkpatrick set a Guinness World Record debating "Government which governs best, governs least."

He lives in Jackson Wyoming with his wife, Carrie, and their 2 daughters, Lyla and Corly.



**Adam Duncan Harris**  
**Petersen Curator of Art and Research**

Adam Duncan Harris has been Curator of Art and Research with the National Museum of Wildlife Art in Jackson, Wyoming, since 2000.

Harris attended Brown University in Providence, Rhode Island, receiving a Bachelor’s degree in Sociology, then returned to Laramie to study at the University of Wyoming for a Master’s degree in American Studies. He finished his academic studies at the University of Minnesota, where he received a Ph.D. in Art History.

Harris is the author of *Wildlife in American Art: Masterworks from the National Museum of Wildlife Art* and editor of the award-winning *Bob Kuhn: Drawing on Instinct*, both published by the University of Oklahoma Press. He recently curated a touring exhibit in conjunction with the Smithsonian American Art Museum, entitled *George Catlin’s American Buffalo*, which also features a full-color catalogue with essay and helped organize the touring exhibit curated by B. Byron Price, *Harmless Hunter: The Wildlife Work of Charles M. Russell*. In 2017, he received the Wyoming Governor’s Art Award.



**Jane Lavino**  
**Sugden Family Curator of Education and Exhibits**

Over the past 26 years, Jane Lavino has built an award-winning program at the National Museum for Wildlife Art reaching over 15,000 adults and children annually. She and her team of educators make fine art relevant and accessible to diverse audiences.

In addition to her work at the museum, Lavino has served on panels and has taught workshops to promote arts education in Wyoming. She is a Wyoming certified K-12 art educator.

Lavino advocates for exhibition of student artwork statewide. She served as the Wyoming Coordinator for the Federal Jr. Duck Stamp program for 16 years. Lavino’s academic degrees are in visual art and cultural anthropology from Bowdoin College in Brunswick, Maine. College Honors include three time All American cross country runner designation, Maine Hall of Fame Scholar/Athlete inductee, and membership in the academic honor society, Phi Beta Kappa.



**Margo Caslavka**  
**Executive Assistant to the Museum Director**

Margo Caslavka has been with the National Museum of Wildlife Art in Jackson, Wyoming, since February 2015.

After graduating from the Kirov Academy of Ballet in Washington, DC, Caslavka went on to dance professionally with BalletMet in Columbus, Ohio. She then completed a B.A. in Communication and Minor in Russian at University of Southern California and an M.A. in Non-Profit Management at Webster University, Leiden, The Netherlands. She has worked in the IT and non-profit sectors over the past 14 years and has lived in Jackson, Wyoming since 2011.

**CANDIDATE QUALIFICATIONS AND QUALITIES**

The successful candidate for the position of Chief Advancement Officer will have

- Six to ten years of demonstrated personal solicitation success at upper levels of institutional advancement, particularly in identifying prospects and in cultivating and soliciting major gifts from those individuals

- The ability to build a program and effect change. A record of successfully designing and stewarding a development program, enhancing the professionalism of a development operation, and expanding the development program's horizon and visibility
- Demonstrated ability to effectively leverage the time of the Museum Director, Trustees and key volunteers in contacts with donors. This includes strong preparation and good judgment about the extent to which cultivation can effectively be staff driven
- The intellectual depth, maturity, wisdom, humor, and collaborative skills to garner the trust and confidence of the Museum Director, the Trustees, and other constituents
- A creative and strategic thinker, able to successfully establish long-lasting relationships with individual, corporate, and foundation donors from all walks of life
- The capacity to be a senior member of the leadership team, contributing to decisions affecting the success of the Museum
- Energy, initiative, and ambition, both personal and on behalf of the Museum's goals.
- Flexibility and the demonstrated ability to juggle numerous projects simultaneously
- Track record of success at building relationships and closing five-, six-, and seven-figure gifts
- Knowledgeable in Non-profit and business planning
- Marketing experience working with Non-profits
- Enthusiasm, ability to take risks, and the courage to speak and act on convictions
- Excellent written and oral communication skills
- Intelligence, ability to learn quickly, and an entrepreneurial spirit
- Strong personal work ethic and unquestioned personal integrity
- Willingness to travel
- Proficient in MS Office, Excel, Word, etc
- CRM experience is required
- Experience in database management – Raisers Edge experience preferred
- Bachelor's degree; advanced degree preferred

A bachelor's degree is required for this position as is a minimum of 5 years of experience in a related field. A master's degree and/or 7 years or more of experience is preferred.

### **SALARY & BENEFITS**

The National Museum of Wildlife Art of the United States offers a competitive benefits package.

### **LOCATION**

This position is located in Jackson Hole, Wyoming. Jackson Hole is an exciting community that serves a local population of 23,000 in Teton County and a robust annual visiting population of over 4 million. The opportunities in Jackson Hole far exceed that of a typical rural community. Access to world-class cultural attractions is part of the tourism experience that draws international visitors to Wyoming.

The Museum's location is well situated to welcome local, regional, statewide, national, and international guests. The community population sees NMWA as "their museum," a gathering spot, an educational extension, a place to study or dine, as a meeting venue or for a night on the town. Families, individuals, and groups visit the museum for its value, providing a relatively inexpensive way to be transported by fine art from around the globe.

## DIVERSITY AND INCLUSION

The NMWA is an Equal Opportunity Employer. Applicants for positions at the National Museum of Wildlife Art are considered without regard to race, creed, color, country of origin, sex, age, citizenship, disability, marital status, or sexual orientation.

## 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 apply for this position, visit: <http://opportunities.aspenleadershipgroup.com>.

To nominate a candidate, please contact Anne Johnson: [annejohnson@aspenleadershipgroup.com](mailto:annejohnson@aspenleadershipgroup.com).

*All inquiries will be held in confidence.*

