



Position Announcement

Position: Development Director
Reports to: CEO
Status: Full-time, exempt
Schedule: Monday through Friday, with periodic weekend and evening hours
Salary: \$75,000 to \$90,000
Location: Onsite, Jamestown, NY
Start Date: Position remains open until filled

The Opportunity

The Roger Tory Peterson Institutes seeks a creative, entrepreneurial and highly motivated individual to lead development efforts. Working closely with the CEO, the Development Director guides all development programs, including memberships, individual giving, corporate sponsorships, planned giving, and government and foundation grants. As part of RTPI's senior leadership team, the Development Director cultivates a culture of relationship-building and exceptional patron service throughout the organization, and also plays a pivotal role in stewarding RTPI's overall strategic vision.

Core Responsibilities

The Development Director has primary responsibility for achieving the fundraising and related communications goals of RTPI, in support of its strategic goals.

- Develop and implement a robust membership and individual giving campaign
- Develop and implement a major gifts strategy, inclusive of planned gifts
- Nurture strong relationships with donors, with an emphasis on high-value individuals
- Nurture and manage a strong portfolio of corporate sponsors
- Manage membership program
- Coordinate with Programs and Events Manager to Summer Soiree
- Manage institutional fundraising, in close collaboration with CEO, Curator and other staff as required
- Collaborate with CEO to generate donor communications, newsletters, and annual report
- Support communications staff in creation of print, digital and social media content
- Serve as an ambassador for RTPI within Jamestown and the surrounding region

Administration

- Staff and provide leadership for the Board Development and Communications Committee
- Prepare and present regular reports on progress towards fundraising goals
- Develop and manage advancement budget
- Participate in staff meetings, senior staff meetings, and board of director meetings

Evaluation

- Work with CEO to establish and evaluate annual workplan and professional development goals

Supervisory

- This position has no direct reports but works closely with bookkeeper/data entry contractor to maintain Arreva CRM.

Required Experience

- Bachelor's degree required; master's degree preferred in fields relevant to development
- Minimum 5-7 years of progressive senior-level experience in development or related field

Essential Skills and Characteristics

- Superior personal relationship skills
- Personal and professional mindset for radical hospitality
- Exceptional planning and project management skills
- Exceptional problem-solving skills
- Ability to manage simultaneous priorities and to meet deadlines
- Intellectual curiosity
- Proven ability to work well independently and as part of a team
- Demonstrated passion for the mission of RTPI

Compensation

The Development Director is a full-time, exempt, salaried position. The starting salary ranges between \$75,000 and \$90,000, depending on experience, plus a generous benefits package including health, vision and dental insurance and an employer-funded 403(b) retirement plan.

RTPI is an Equal Opportunity Employer.

How to Apply

Please combine cover letter and resume into a single PDF and email to: Newhire@rtpi.org and include "Museum Store and Visitor Experience Associate" in the subject line.

PLEASE NOTE: only those candidates who meet or exceed the required minimum experience will be considered for this position.

About Roger Tory Peterson

"As a naturalist, Peterson has the soul of an artist and as an artist the soul of a naturalist." As a young boy, Roger Tory Peterson fell in love with birds. As a young man, he trained to become a fine artist. Peterson combined his twin passions for birds and art to originate the modern field guide. Published in 1934, the *Peterson Guide for Birds* sparked a worldwide awareness of the beauty and wonder of birds. Today, there are nearly 100 million birders in the United States, alone. Throughout his multifaceted career as artist, author and advocate, Peterson became an international ambassador for nature. He received countless honorary degrees and awards, including the Presidential Medal of Freedom, presented by President Jimmy Carter. "The more you look, the more you will see," Peterson frequently said. Peterson's enduring legacy is having taught us how to look, which has given us the entire natural world to see.

About the Roger Tory Peterson Institute

Founded in 1984, RTPI pursued a nature education mission throughout much of its history. In 2021, the board of directors adopted a new strategic plan to evolve RTPI into a nature art museum of local, regional and national significance. Home to the largest collection of Peterson's artwork, RTPI stewards his legacy as an artist whose art mattered – and continues to matter – to the planet. RTPI nurtures the next generation of artists whose art is equally important to illuminate the beauty of nature, raise awareness of the critical environmental issues of our time, and to inspire us to preserve the earth's biodiversity. The museum experience of RTPI includes being a gateway to the best birding and natural area wonders throughout Western New York. Through a combination of art and nature, RTPI helps drive tourism to Jamestown and the surrounding area. RTPI provides enrichment, sanctuary, and most of all hope for all who visit. RTPI aspires to be a model of nonprofit sustainability.

Mission

To foster an appreciation for Nature through exhibitions of Art that Matters to the Planet.

Vision

Through exhibitions and programs, the Roger Tory Peterson Institute will be an epicenter for harnessing the power of art to illuminate the beauty of nature, to raise awareness of the critical environmental challenges of our time, and to inspire preservation of the earth's diversity of life.

Home to the largest collection of Roger Tory Peterson's original artwork and related archival materials, RTPI will nurture the next generation of nature artists through exhibitions and artist residencies.

As a living embodiment of the Peterson Field Guide, RTPI will serve as a gateway to the best birding and natural areas throughout Western New York.

RTPI will be a leader for driving tourism to Jamestown and Chautauqua County. RTPI will provide enrichment, sanctuary, and most of all hope for all who visit.

RTPI will be a model of nonprofit sustainability.

For more information, please visit RTPI's website: <https://rtpi.org/>.