

**Position Profile**  
**President/Executive Director**  
**Roger Tory Peterson Institute of Natural History**  
**Jamestown, New York**

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The Roger Tory Peterson Institute invites applications for the position of President/Executive Director. Established in 1985, the Institute is a 501c3, non-profit science and environmental education center serving teachers, youth, families, and communities in the western New York and northwestern Pennsylvania region through its on-site programs, archives, and exhibits, and throughout the United States through its online programs, visiting educator workshops, and traveling exhibits. The organization's roots derive from the vision and principles of the 20th Century's greatest naturalist, Roger Tory Peterson. Our campus is located on a wooded 27-acre site adjacent to Jamestown Community College in the City of Jamestown, New York where our award-winning headquarters building is located, housing permanent and visiting museum displays, lecture hall, library, meeting areas, archives, and administrative and visiting-scientist offices. We are an independent organization with a \$600,000 annual budget, and a staff of five permanent employees and 30 volunteers. Jim Berry, our current Executive Director, will be retiring in May of 2012 after more than 16 years of outstanding leadership. The Executive Director reports to the Board of Trustees, works directly with the Board's Chair, and is responsible for oversight of the Institute's fundamental areas of activity: Environmental Education; Development and Communications; Operations and Administration; Programs and Exhibits. More information can be found at <http://www.rtpi.org/>.

**Primary Responsibilities**

**To support vigorously and implement the Mission and Vision of the Roger Tory Peterson Institute**

**Development:** Pursue new corporate and foundation prospects for the organization. Provide active leadership in financial development, particularly major gifts and planned giving from individuals, foundations, corporations, and government agencies. With the Board Development Committee, lead staff, board and volunteers in development activities, effectively cultivating, soliciting, and maintaining strong relationships with funders and partners. Develop and maintain relationships with local foundations and membership.

**Administration and Finance:** Hire, supervise, evaluate, and effectively communicate with staff. With Administrative Assistant and the Board Finance Committee oversee the preparation and management of the institutional budget, quarterly reports, and cash flow statements. Work with the board on strategic planning, budget, special events and entrepreneurial initiatives. With board and staff, plan for future improvements to the RTPI campus and headquarters, and help to realize and care for them.

**Education and Programming:** Work with the Education Director and program staff on program development and management. Support and encourage continued growth and evolution of on-site and on-line programs.

**Special Collections:** Oversee the management and care primarily of the Peterson Collections, but other minor collections as well. A library, original art, manuscripts, personal papers, photography and film work and Peterson memorabilia make up the bulk of the collections.

**Site Maintenance:** Oversee building and grounds.

**External Communications:** Work closely with staff and Board to increase the organization's visibility locally, regionally and nationally. Represent the organization by attending and speaking at conferences and symposiums. Expand upon the current PR program that includes on-line newsletters, events and programs, public relations, web-based campaigns, advertising and related initiatives.

**Planning:** Work with the board and staff to establish an annual work plan based on the long term strategic plan and short term goals of the Institute. Participate in an annual review based on the work plan conducted with the Executive Committee and Board.

### **Primary Qualifications**

Although all administrative duties must be carried out with excellence, we seek a candidate with two very special talents:

1. The ability to envision and implement programs that are grand in scope -- that will yield excellent results at the national level.
2. The ability to build and sustain a coalition of RTPI members, Board members, staff members, sponsors, foundations and strategic partners that support this vision with their time, talents, and money.

### **Background Qualifications**

A Bachelors degree in an appropriate field is required and an advanced degree is preferred. Background as top executive in a comparable nonprofit science and nature center organization or of a complex nonprofit organization with a mission focused on nature and science would be ideal. At a minimum, the candidate should have three years of executive leadership background in a comparable organization. Alternative backgrounds could include: a leadership position in public agencies with a demonstrated commitment to and involvement with environmental nonprofit organizations or advanced degrees in one of the natural sciences with experience as a researcher and educator who is professionally prepared to step up to the President/Executive Director-level position.

Salary and benefits will be competitive and commensurate with qualifications and experience.

### **An Overview of Characteristics of the Ideal Candidate**

**Vision:** A commitment and creative approach to on-site and on-line education in natural history and the environment..

**Strategic Focus:** The ability to keep the overall goals of the organization in focus while attending to a vast array of logistical details.

### **Challenges and Opportunity**

The projected first year accomplishments for the new President/Executive Director include:

- Become completely familiar with and evaluate all aspects of the Institute including programs, staff, Board development, technology, community interaction, facilities and assets; implement and/or make recommendations on enhancements and changes.
- Become familiar with the various donors and other revenue sources while maintaining the current level of funding.
- Based on the evaluation of current Institute operations and community needs, work in concert with staff and Board to develop a plan and implement changes to maintain programs and services while enhancing revenue and reducing cost.
- Together with the Board and staff develop and begin implementation of action plans for all fund-raising activities.
- Maintain oversight of the facilities and upgrade activities, assuring projects remain on task and within budgeted financial and timeframe parameters.

The President/Executive Director position of the Roger Tory Peterson Institute is an outstanding opportunity for an energetic and committed executive to lead an organization with unique programs, exhibits and educational offerings, all centered around the environment and natural world. The Roger Tory Peterson Institute Board seeks a candidate with the vision and energy necessary to move the Institute into a true leadership role on a regional and national level while enhancing the organization's overall fiscal strength through operational and fund-raising success.

### **Application Procedures**

Send letter of intent, curriculum vitae, three letters of reference, and compensation expectations, preferably by email, by 1 February 2012 to John Rappole (rappolej@si.edu) or by regular mail at the address shown below:

Dr. John H. Rappole, Sr.  
Chairman of the Search Committee  
Roger Tory Peterson Institute  
311 Curtis Street  
Jamestown, New York 14701  
Tel. (716)665-2473, ext 224  
FAX (716) 665-3794

Applications will be considered until position is filled.

The Roger Tory Peterson Institute is an equal opportunity employer.