



POSITION SPECIFICATION

<u>POSITION TITLE:</u>	President & CEO
<u>REPORTING TO:</u>	Chair, Foundation Board of Trustees
<u>LOCATION:</u>	Scottsdale, Arizona or other location to be discussed
<u>THE ORGANIZATION:</u>	<i>Frank Lloyd Wright Foundation</i> www.franklloydwright.org

The **Frank Lloyd Wright Foundation** maintains its international headquarters at Taliesin West, in Scottsdale, Arizona. As the organization founded by Wright to be the repository of his life's work and ideas and the first to bear his name, the Foundation is engaged in a broad range of activities to preserve Wright's legacy; provide opportunities for the public to learn about the principle ideas embodied in his work; increase public awareness of the importance of architecture to society and the individual; and stimulate a demand for excellence in architecture and design.

The Foundation owns [Taliesin West](#) (designed 1937-59) and [Taliesin](#) (designed 1911-59) in Wisconsin. Both properties served as Wright's personal homes, studios, and architectural laboratories and are integral to understanding his genius. The Foundation works in partnership with the Wisconsin-based non-profit organization, [Taliesin Preservation Inc.](#), to conduct programs related to preservation and public access at Taliesin. Both Taliesin and Taliesin West are recognized as National Historic Landmarks, the most elite designation on a national level available for cultural properties in the U.S.

The Foundation owns and manages the vast [Frank Lloyd Wright Archives](#) at Taliesin West. The Archives - the most complete collection of work by an individual artist housed in a single facility - is the primary resource for scholars and researchers studying Wright's work and the principles and philosophy underlying it. The Archives is also the major resource for the licensed reproduction of Wright's decorative designs.

The Foundation operates a broad range of education programs including the accredited [Frank Lloyd Wright School of Architecture](#), with roots in the apprenticeship program Wright established in 1932. Over the years the program evolved to meet the changing education requirements that architects must obtain and the school now offers both a Bachelor of Architectural Studies degree as well as the Master of Architecture degree which has full professional accreditation from the National Architectural Accrediting Board. Additionally, the Foundation operates a range of [educational outreach programs](#) for youth from grades K-12 and a summer camp at Taliesin West.

The organization's budget is currently \$6 -7 million annually.

SCOPE AND RESPONSIBILITIES:

The President & CEO will provide strategic leadership to the Foundation as it continues its varied work to preserve Wright's legacy. By articulating and building consensus around a clear, long-term vision for the Foundation, he or she will inspire enthusiasm and support for its mission, goals and programs. He/she will integrate operations, fundraising, financial management and public

Position Specification
President & CEO, Frank Lloyd Wright Foundation
Page 2 of 5

engagement across the organization to improve efficiency and achieve long-term goals spanning financial support and accountability, efficacy of programs and partnerships, enhanced licensing opportunities, and the long-term relevancy and quality of the school.

The President & CEO, along with the board and the development committee, will take an active lead role in private fundraising and expanding both earned and contributed revenues. The President & CEO will embody the values of the organization and be its public representative to all of its stakeholders.

This is a unique, challenging leadership position that requires the skills and sensitivities to maintain and operate historic structures, an accredited school, and visitor centers that attract tourists and those with a strong appreciation for Wright and his aesthetic. The organization has responsibility for preserving, studying, interpreting and earning income from the licensing of The Archives, a vast collection of Wright's drawings and personal collections. The organization is transforming itself; upgrading facilities, rethinking strategies and completing a change in governance and operating structure. The President & CEO will have the support of the Board to lead the organization during a transformative period in its history.

The President & CEO reports to the Board of Directors through the Chair of the Board. All senior management report directly to the President & CEO.

In addition, the President & CEO will have the following specific responsibilities:

Vision and Strategy:

- Provide inspired, forward-thinking leadership for the institution's continued growth and success, while remaining focused on the mission.
- Creatively moves the Foundation into the future without devaluing its past and present
- Maximizes the value of the Foundation's assets to the public and the profession consistent with our mission
- Work closely with the Board and formulate and communicate institutional goals and priorities.
- Lead the development of a strategic plan and manage the implementation of the plan.
- Oversee implementation of the annual operating plan.
- Develop innovative ideas and initiatives for expanding the brand and public awareness internationally.

Financial Management:

- Oversee all management policies, procedures, and systems to ensure the highest level of efficiency and quality throughout the organization.
- Develop and manage annual and capital budgets to ensure effective and responsible fiscal practices; oversee financial planning, reporting, controls and related systems.
- Ensure that capital assets (the Archives, buildings and grounds, school resources and equipment, etc.) are well protected and in good repair.
- Continuously review and enhance the operations of the organization to maximize earned income opportunities and fully leverage the Foundation's brand; actively seek new opportunities for increasing earned income.

Position Specification
President & CEO, Frank Lloyd Wright Foundation
Page 3 of 5

Human Capital Oversight and Management:

- Maintain and develop a talented and highly motivated professional staff through open communication and respect.
- Work with the Nominating Committee to identify and recruit strong Board-level volunteers; provide on-going guidance to the Executive Committee to continue to develop the strength and effectiveness of the Board.
- Works closely and productively with the leadership of Taliesin Preservation Incorporated and the FLW School of Architecture.
- Through inspired leadership, create a work culture that is mission-centric and values teamwork, good communication, accountability and outstanding service.
- Be visible and accessible to constituents, particularly staff and volunteers.
- Develop effective communication channels between Board of Directors, management and staff.

Program Leadership:

- Manages, maintains and develops the Foundation's multi-site, multi-dimensional assets, including Taliesin, Taliesin West, the Foundation's Archives, the Frank Lloyd Wright School of Architecture, and the Fellowship.
- Ensure that educational programs are aligned with the overall mission of the organization and designed to reach multiple audiences including adults, families and school-age children as well as new, targeted audiences as identified; recognize the importance of online learning in terms of expanding the brand and the reach of educational programs.
- Develop and enhance the organization's position as the preeminent resource for the study of Wright's work.
- Cultivate an environment that will encourage the visiting public to return and re-visit.
- Actively engage other Frank Lloyd Wright nonprofits and related organizations in the architectural or historic preservation field; explore cooperative programs with other cultural and educational organizations, as well as public schools and universities, as appropriate.
- Seek ways to engage other cultural institutions internationally on activities of mutual benefit.

External Relations:

- Effectively represent the Foundation to the regional, national and international communities, reaching out to engage and involve potential corporate, governmental, civic and cultural partners.
- Through leadership of the staff, and in conjunction with the Board, drive an active and aggressive campaign to ensure a consistent and growing source of contributed revenues funding.
- Work directly with the board, volunteers and other stakeholders to continue to increase the private funding for the organization.
- Continue to build the Foundation's visibility effectively through media channels, speaking engagements, and participation in international activities.
- Serve as a key public spokesperson for the organization and develop a leadership position within the field.

EXPERIENCE / SKILLS REQUIRED:

Position Specification
President & CEO, Frank Lloyd Wright Foundation
Page 4 of 5

The ideal candidate is an experienced senior executive with strategic vision, significant management experience in a complex organization, strong fundraising skills, an entrepreneurial approach, and an engaging communication style. The position requires a goal-oriented individual who has high energy and experience as a leader who is willing to take risks and make tough decisions based on thoughtful consideration of issues. The successful candidate will be a consensus builder with a roll-up-your-sleeves approach. Most importantly, he or she will demonstrate a solid knowledge of and appreciation for Wright's influence on architecture and society.

Potential candidates are likely to be:

- CEOs of complex cultural organizations, such as art museums, historical organizations or related institutions;
- Senior executives of large and/or complex cultural organizations with experience working with a Board and overseeing similarly complex organizational activities;
- Individuals who have experience as CEO, COO or senior executives in the for-profit sector who also have significant experience in nonprofit management, ideally through extensive Board-level leadership.

Specifically, the ideal candidate will possess the following skills and experiences:

- Demonstrated ability to think and act strategically and to balance and prioritize immediate and short-term needs with long-term vision; willingness to make difficult decisions and act decisively when necessary; resourcefulness and ability to explore and manage innovative approaches.
- Ability to build and maintain positive, productive relationships with many internal constituencies: the Board of Trustees; the School Board; staff; fellows; the fellowship, etc
- Ability to build and maintain relationships with many external constituencies: TPI; state and local governments other FLW organizations; foundations; education, arts, and preservation organizations, etc
- Demonstrate a deep respect for and appreciation of Wright's work and recognition of its on-going importance to society; some experience in architecture or large capital projects (architecture degree not required).
- Experience in managing a complex organization with similar budget or P/L responsibility; demonstrated ability to balance financial and mission-related realities.
- Demonstrated success raising funds from a variety of source, particularly building relationships with major donors, corporations and other key funding entities such as foundations and government; ability to open doors through name recognition and/or sales skills.
- Strategic marketing skills and visionary qualities; ability to envision new ways to drive growth, increase visibility and enhance licensing opportunities; proven ability to act as an advocate for the institution among various stakeholders; demonstrated community outreach ability and experience with varied constituency groups.
- Entrepreneurial and innovative approach to planning and problem solving.
- Outstanding communication skills and relationship building skills; active listening skills; executive presence necessary to build confidence within the organization and the community.
- Demonstrated, exemplary leadership of staff, volunteer leadership and other stakeholders.
- High emotional intelligence; strong self-awareness as well as organizational awareness; insight and sensitivity about organizational culture.
- Understanding of the commitment needed in the role of President & CEO, in terms of time as well as a deep respect for the mission.

Position Specification
President & CEO, Frank Lloyd Wright Foundation
Page 5 of 5

- Some level of international exposure.
- Unquestionable integrity and authenticity.
- Bachelor's degree required; advanced degree preferred.

CONTACT INFORMATION:

The Frank Lloyd Wright Foundation has retained the services of DHR International (www.dhrnonprofit.com) to lead the initiative for the above position. The DHR team includes:

James Abruzzo, Executive Vice President and Managing Director of DHR's Nonprofit Practice

Ted Balistreri, Executive Vice President and Managing Director

David Bruno, Vice Chairman and Managing Director

Michele Counter, Principal in DHR's Nonprofit Practice

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There is no deadline for submissions. The position will be filled as soon as the ideal candidate is identified. Compensation is competitive.

The Frank Lloyd Wright Foundation is an Equal Opportunity Employer.