

# Position and Candidate Specification



THE HUNTINGTON  
Library, Art Collections, and Botanical Gardens

The Huntington Library, Art Collections, and Botanical Gardens

## President

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## KEY FACTS ABOUT THE HUNTINGTON LIBRARY, ART COLLECTIONS, & BOTANICAL GARDEN

The Huntington is unique in the world, arguably the only actively collecting institution with three superlative collections comprising a world-renowned library, fine art, and rare and endangered botanical species each made available for education, research, and visitor enjoyment and engagement.

Founded in 1919 and located in San Marino, just northeast of Los Angeles, the Library is one of the world's great independent research libraries in the fields of British and American history, literature, art, and the history of science, stretching from the 11<sup>th</sup> century to the present. The Art Collections focus on European art from the 15<sup>th</sup> to the early 20<sup>th</sup> century and American art from the late 17<sup>th</sup> century to the present. And the Botanical Gardens comprise some 120 acres of themed garden areas, home to many rare and endangered species, within the 207-acre property. Collectively, The Huntington is in a powerful position to lead research, educational, and cultural efforts that impact society.

Each year, the institution:

- Provides 1,700 scholars with access to an exceptional selection of rare books, manuscripts, photographs, paintings, prints, sculpture, decorative arts, and other materials;
- Awards nearly \$2 million in fellowships, through a peer-review process, to scholars for advanced humanities research;
- Educates thousands of schoolchildren and their teachers in art, history, literature, and botanical science through special tours and programs;
- Organizes special exhibitions and manages permanent installations across all program areas (Library, Art, and Botanical) to enhance the visitor experience, interpret the collections, and facilitate learning; and
- Hosts more than 750,000 visitors and members (The Huntington's membership totals more than 42,000 member households).

More than 400 full-time and part-time staff serve the institution, assisted by over 1,800 volunteers. The Huntington is a nonprofit institution, supported by gifts and grants from individuals, corporations, foundations, and government agencies, and by private endowment. The operating budget is approximately \$41 million annually and the endowment stands at about \$450 million. The Huntington has no debt.

The institution is governed by a five-member Board of Trustees and a 60-member Board of Overseers. Although the Board of Trustees retains fiduciary responsibilities, the Board of Overseers also effectively functions as a governing board working closely with the Trustees to support The Huntington's mission. Their work is organized along a committee structure in support of the senior staff's various areas of responsibility; committees meet regularly on campus with their senior staff counterparts and have ongoing input into institutional direction.

For more information, please visit <http://huntington.org>

The mission statement: *The Huntington Library, Art Collections, and Botanical Gardens is a collections-based research and educational institution serving scholars and the general public.*

Serving as President of The Huntington is a unique opportunity and platform from which to influence the fields of education, research, art, and community engagement within a cultural institution. The President of this nonprofit institution is responsible for stewarding the collections and for providing visionary leadership that aligns with its collections-based research and educational mission. The successful candidate will have passion for all The Huntington stands for and will foster an environment that exemplifies the institution's core values of knowledge making and dissemination, collegiality, and transparency.

## KEY RELATIONSHIPS

**Reports to** The President reports to a five-member Board of Trustees and works alongside a 60-member Board of Overseers through its structure of committees, and The Huntington's senior staff.

**Direct reports** Avery Director of the Library  
Hannah & Russel Kully Director of the Art Collections  
W.M. Keck Foundation Director of Research  
Vice President of Facilities  
Vice President for Communications  
Vice President for Advancement  
Anne & Jim Rothenberg Vice President and Chief Financial Officer  
Chief Information Officer  
Nadine & Robert A. Skotheim Director of Education  
Marge & Sherm Telleen / Marion & Earle Jorgensen Director of the Botanical Gardens  
Executive Associate

**Other key relationships** Board of Overseers; the San Marino and Greater Los Angeles communities; The Huntington donor base; institutional partners and peers. The Huntington's President engages with a range of constituencies – from staff, volunteer, scholar, school, donor, and neighborhood groups – to members and visitors, representatives of the news media, as well as the state, national, and international cultural community. The institution sees itself as a citizen of many worlds, with the President serving as its chief ambassador and having the capacity to engage with disparate groups in meaningful, productive ways.

## **KEY RESPONSIBILITIES**

- Foster a culture of collegiality, collaboration, and transparency among the Boards, the senior leadership team, and staff at all levels throughout the institution. In consultation with the organization, develop a compelling vision for The Huntington to which the internal community is proud to implement.
- Partner with Trustees, Overseers, and Staff colleagues to sustain and enhance the financial future of The Huntington through continued sound fiscal management, fundraising, development of new revenue streams, and cultivation of ongoing strategic gifts to its collections.
- Work closely with The Huntington's senior leadership team to support and implement key initiatives and encourage programmatic relevance, innovation, and collaboration.
- Provide leadership for overall management of daily operations including financial management, current and future infrastructure needs, and staff development and investment.
- Lead donor stewardship, fundraising, and relations with volunteers, public outreach and visitor engagement, and relations with the broader community and other institutions.
- Steward the growth of collections and maintain the high quality of the programs, exhibitions, and research in a manner that continues to meet the institution's very high standards.

The successful candidate will have significant and proven strategic leadership, management, and fundraising experience in a large, complex institution with multiple internal and external stakeholders, and be able to assimilate readily, and reflect deeply, The Huntington's unique culture and values. This leader will inspire others, and be a dedicated advocate for the power of knowledge in all its forms. Importantly, the next President will embody a humanistic approach, an appreciation for diversity and inclusivity, and an innate ability to work collegially, collaboratively, and transparently with the Trustees, Overseers, senior leadership team, and colleagues throughout the institution.

## IDEAL EXPERIENCE

### **Strategic Vision and Implementation**

The successful candidate will have a demonstrated record of setting priorities and implementing them, with the ability to measure success, respond to shifting needs, and recalibrate and reposition as necessary.

### **Collaborative Leadership**

In a mission focused institution, demonstrated ability to lead vision by tapping into the diverse and capable staff.

### **Donor Relations**

Record of success cultivating donors and raising funds in support of institutional goals. Ideally, he or she will have had experience leading capital and endowment campaigns and will be a persuasive advocate for institutional ambitions.

### **Management**

Demonstrated successful experience attracting, retaining, and motivating teams of at least 100, and providing successful oversight for and stewardship budgets of at least \$20 million, and stewardship of institutional fiscal assets including operating and capital budgets and endowment funds.

### **Technological Innovation**

Experience leveraging technology internally and externally to drive institutional innovation.

## CRITICAL LEADERSHIP CAPABILITIES

### **Strategic Thinking**

The Huntington's next President will be a forward thinking leader who will exhibit strengths in integrating current institutional issues and initiatives, dynamic market challenges and their implications, core values, and future needs in a clear, coherent way. He or she will provide a clear strategic direction for the entire institution and the evolving market that it addresses, leading to logical responses in actions across the institution. This direction will consider and align both internal and external factors that influence those actions including infrastructure needs, market competition and desired positioning, alignment of talent, and institutional resources.

**Leading People:** In an environment where institutional success and cohesion is driven by the engagement of all stakeholders, The Huntington's next President will lead by:

- Engaging cross-institutional team members in transparent discussion around shared mission direction, conveying the institutional vision, driving collaboration, and clearly articulating how each unit or project fits in;
- Listening to and partnering closely with staff members, Trustees and Overseers to prioritize initiatives and delegate projects with a clear set of agreed objectives/measures of success;
- Communicating regularly and inclusively about short and long term goals to reinforce collective understating of and buy in to larger intent; and
- Taking a long view on alignment of talent with mission needs considering where to invest and develop teams for the short and long term.

**Collaborating and Influencing:** The successful candidate will be an articulate, dynamic, empathetic, and inspirational communicator who is equally effective with large audiences or one-on-one. He or she will persuasively articulate The Huntington's mission, direction, and strategy, both internally and externally and can build enthusiastic commitment to the institution and its mission by:

- Facilitating discussions to enable people to collaborate with each other independently and promoting collaboration across multiple parties;
- Guiding stakeholders to shape a consensus collectively and engage in a dialogue to reach conclusions together, compromising as necessary for results;
- Being cognizant of and eager to engage across a variety of media platforms to reach a diverse complement of audiences;
- Cultivating a network of relationships important to The Huntington, prioritizing and leveraging these relationships in support of the mission both nationally and internationally; and
- Using his or her professional network to substantively further the mission of The Huntington.

## SEARCH PROCESS

The committee has retained the search firm Spencer Stuart to support its search for the next President. If you wish to submit your own application materials or nominate a candidate for this position, please send an email message with supporting materials to [TheHuntington@spencerstuart.com](mailto:TheHuntington@spencerstuart.com). Nominations will be treated in confidence.

The Huntington is an equal-opportunity employer and strongly encourages individuals of all backgrounds and cultures to consider this important leadership position. The Huntington's policies rest on inclusivity including, but not limited to, diversity in nationality, ethnicity, race, religion, gender, gender identity and expression, sexual orientation, age, ability, and economic status.