

Organization: Rensselaer Polytechnic Institute

Position: The Assistant Vice President for Alumni Relations

AFP-WNY Post Date: 1/2/2018

The Woolbright Group is partnering with Rensselaer Polytechnic Institute in the recruitment of highly accomplished advancement leaders to join a team of more than 75 professionals who specialize in major and principal gifts, alumni relations, communications, donor relations and advancement services and campaign operations. Underway in a \$1 billion comprehensive campaign, Rensselaer seeks funding for student scholarships, faculty support and campus enhancements.

HOW TO APPLY

Recruitment for this position is underway and will continue until filled. **For full consideration, all application materials should be received by January 24, 2018.** Woolbright Group and RPI welcome nominations of others for any of these positions and encourage forwarding this announcement to interested colleagues. Candidates should send a cover letter describing their interest in and qualifications for the position and a resume electronically to AVPAR@woolbrightgroup.com. The subject line in the email should be AVPAR. Confidential inquiries may be made by contacting Cynthia Woolbright by email to Cynthia@woolbrightgroup.com or by telephone at 585-787-0325.

The Assistant Vice President for Alumni Relations is responsible for creating, building and sustaining programs that effectively engage alumni in the day to day life of Rensselaer. He/she accomplishes this through identifying, developing and building programs that keep alumni informed and aware of Rensselaer's relevance to alumni personally and professionally. Programs include those that communicate with and serve alumni; provide connections and networking between alumni, students and the Institute; identifying opportunities to celebrate the achievements of alumni; and offering opportunities for alumni to become more deeply involved with the Institute. The Assistant Vice President for Alumni Relations also serves as the Executive Director of the Rensselaer Alumni Association's (RAA) Board of Trustees.

1. Under the leadership of the Vice President, develop strategies for strengthening alumni relations. Develop goals, metrics, outcomes, and standards of quality commensurate with the stature of a world-class technological research university. Develop development strategies, programs, and activities that achieve these outcomes and standards.
2. Develop performance plans, budgets, and operating plans within the goals and parameters established by the Institute and the Vice President. Plan, manage, execute, and evaluate programs to achieve the goals and outcomes in approved performance plans and budgets.
3. Act as an advocate for alumni within Rensselaer and serve as one of the Institute's primary spokespersons to alumni around the world, along with the President, Vice President for Institute Advancement, and members of the Board of Trustees.
4. Maintain and strengthen relationships between the Rensselaer Alumni Association's Board of Trustees and Institute; support the mission and goals of the RAA and the Institute; oversee the implementation of RAA activities and committee projects; coordinate the planning for all RAA activities with the association president; attend all RAA board meetings; and participate in RAA committee meetings, as appropriate.

5. Establish international alumni relations policy for implementation by the Director of Individual, Major and Planned Giving.
6. Work with the VPIA to ensure alumni relations programs and policies are instituted consistently with alumni who live abroad.
7. Recruit qualified department staff with particular attention to the Institute's quality, diversity, and performance management goals. Supervise, coach, manage, support, and evaluate direct reports. Establish a work environment in which participation, collaboration, respect, and excellence are fostered. Administer a program of professional development for department staff.
8. Work with all department staff to provide outstanding customer service to Institute and Advancement constituents.
9. Provide regular reports to the Vice President on activities and progress toward goals.
10. Collaborate with the Director of Regional Programs to identify and recruit volunteers.
11. Collaborate with the Director of Annual Giving to identifying and recruiting volunteers for reunion giving programs.
12. Advise the Vice President of situations, issues, or actions which may influence the achievement of plans and goals, reflect unfavorably on the Institute, or impact issues currently or about to be decided.
13. Maintain strict confidentiality as outlined in the Institute's Policy on Confidentiality of Constituent Information (signed copy on file).

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualifications (Education/Experience)

- Bachelor's degree and 10 years required; Master's preferred
- At least five years of relevant experience required, including three years experience in managing personnel

Knowledge, Skills and Abilities

- Requires comprehensive knowledge in alumni or other constituent relations within a research university or a similarly complex enterprise with a comprehensive constituent relations program.
- Requires a commitment to advancing Rensselaer by raising messages, volunteers, and funds that support institutional priorities.
- Requires an ability to design, implement, and continuously improve programs and processes that achieve outcomes.
- Requires a commitment to developing department staff, collaborating with Institute partners, and serving external customers.
- Requires an ability to represent Rensselaer, and to present information to internal and external groups and audiences.

Working Conditions and Physical Demands

Works in normal office conditions with frequent internal and external meetings. Must be prepared to travel nationally and internationally. The work is fast-paced and stressful. May be subject to irregular hours.

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For full consideration, all application material should be submitted by January 24, 2018.

Confidentiality will be maintained, and references will not be contacted without prior knowledge or approval of the candidate.

Rensselaer has a strong institutional commitment to diversity and is an Equal Opportunity/Affirmative Action employer. As such, the Institute welcomes applicants who will bring a diverse intellectual, geographical, gender, and ethnic perspectives to the Rensselaer community.

About Rensselaer Polytechnic Institute

Located in Troy, New York, on a beautiful residential campus, Rensselaer is the nation's oldest private, technological research university, founded in 1824. The Institute consistently ranks among the top 50 U. S. higher education institutions and among the top 50 worldwide technology. With 7,500 undergraduate and graduate students and nearly 100,000 living alumni, Rensselaer is addressing the global challenges facing the 21st century—to change lives, to advance society, and to change the world. Rensselaer offers 59 bachelors, masters and doctoral degrees from five schools: Architecture, Engineering, Humanities, Arts and Social Sciences, Management, and Science. The student-faculty ratio is 13:1. Sixty-one percent of full-time students receive need-based financial aid and the average grant or scholarship is \$33,119.

There are **multiple advancement positions** currently open with Rensselaer; for a full review of open positions, please click: <https://www.woolbrightgroup.com/searches-rensselaer/>