

**Organization:** Rensselaer Polytechnic Institute

**Position:** The Director of Campaign Operations

**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 [DCO@woolbrightgroup.com](mailto:DCO@woolbrightgroup.com). The subject line in the email should be DCO. Confidential inquiries may be made by contacting Susan Salvador by email to [Susan@woolbrightgroup.com](mailto:Susan@woolbrightgroup.com) or by telephone at 585-230-4013 or Cynthia Woolbright by email to [Cynthia@woolbrightgroup.com](mailto:Cynthia@woolbrightgroup.com) or by telephone at 585-787-0325.

**The Director of Campaign Operations** reports directly to the Associate Vice President for Development and Fundraising and serves as a member of the Vice President's Leadership team. The Director has overall responsibility for the management of the Institute's current Campaign and is responsible for leading and managing activities that support the overall commitment goals as stated in the Campaign and Institute Advancement Performance Plans. The Director will lead the Institute's regional Campaign organization during the public phase and will oversee the formation of regional Campaign volunteer committees.

1. Work with the Vice President for Advancement, the AVP for Development and Fundraising, and the Campaign Leadership Committee to implement a strategic direction for the Campaign. Plan the solicitation of major donors and work with members of the Campaign Leadership Committee on cultivation strategies, organization of a pipeline, preparation for donor visits, and all necessary follow-up.
2. Organize and direct the volunteers for each leadership council and task force committee which includes scheduling meetings, preparing agendas, briefing the associate vice president and Campaign chairs, ensuring timely follow-up. Communicate campaign leadership committee decisions to relevant parties within the Advancement portfolio and across the Rensselaer campus as appropriate.
3. Manage the Campaign priority setting process including overseeing the development of the Campaign case statement.
4. Work with the communications staff to prepare an internal website for development staff with information on Campaign priorities and the names and contact information for individuals responsible for those priorities.

5. Analyze and prepare campaign progress reports on a monthly basis for review by the Associate Vice President. Ensure reports are viable for presentation to the Vice President, President and Campaign leadership.
6. Attend meetings where strategies for principal prospects are discussed and prepared. Work with Director of Individual, Major and Planned Giving to monitor and report on progress and to ensure strategies are executed in a timely manner.
7. Work with the Division of Strategic Communications and External Relations (SCER) and the Office of Donor Relations and Communications to design a strong, cohesive campaign communication strategy and brand. Communicate the Campaign brand to the larger Rensselaer community.
8. Organize and staff the Campaign leadership committee, leadership councils and task forces and will work with individual units to develop their own volunteer organizations, during the public phase of the Campaign. This will include the preparation of model volunteer job descriptions, a volunteer handbook, and a volunteer training program.
9. Lead the Institute's regional Campaign organization during the public phase. Oversees the formation of regional Campaign volunteer committees and supports regional major gift officers in staffing these committees.
10. Advise the Associate Vice President of situations, issues, or actions which may influence the achievement of plans and goals.
11. Complete other duties as assigned by VP or his designee.
12. 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.

### **Position Relationships**

Reports to: Associate Vice President for Development and Fundraising  
Positions Supervised: Professional and Support Positions

### **Qualifications (Education/Experience)**

- Bachelor's degree required. Master's degree preferred.
- Work requires comprehensive knowledge in fund raising most frequently acquired in seven to ten or more years of progressively more responsible experience within a research university or a similarly complex enterprise with a comprehensive development program with at least four years in managerial position.

### **Knowledge, Skills and Abilities**

- 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.
- Ability to manage multiple tasks simultaneously.
- Demonstrated analytical skills and ability to problem solve.
- Demonstrated success personally soliciting significant major gifts.
- Demonstrated success building, cultivating and stewarding new relationships leading to measurable results i.e. larger donor base, increase in campaign revenue, increase in volunteer participation and partnership.

### **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.

Interested candidates should send a cover letter describing their interest in and qualifications for the position and a resume electronically to [DCO@woolbrightgroup.com](mailto:DCO@woolbrightgroup.com). The subject line in the email should be DCO. Confidential inquiries may be made by contacting Susan Salvador by email to [Susan@woolbrightgroup.com](mailto:Susan@woolbrightgroup.com) or by telephone at 585-230-4013 or Cynthia Woolbright by email to [Cynthia@woolbrightgroup.com](mailto:Cynthia@woolbrightgroup.com) or by telephone at 585-787-0325.

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/>