

**Organization:** Rensselaer Polytechnic Institute

**Position:** The Director, Donor Relations and Communications

**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 [DDRC@woolbrightgroup.com](mailto:DDRC@woolbrightgroup.com). The subject line in the email should be DDRC. Confidential inquiries may be made by contacting Colleen Brade by email to [Colleen@woolbrightgroup.com](mailto:Colleen@woolbrightgroup.com) or by telephone at 585-738-7678 or Cynthia Woolbright by email to [Cynthia@woolbrightgroup.com](mailto:Cynthia@woolbrightgroup.com) or by telephone at 585-787-0325.

**The Director, Donor Relations and Communications** develops, implements and leads a successful and integrated donor relations program that strategically targets all levels of giving and ensures donors are acknowledged and recognized to strengthen their financial support for the University.

1. Serve as the central coordination point in the Advancement Division for communications to advancement constituents. Organize communications sequencing; recommend content modification and/or outside services; and provide recommendations to IA units related to their communications activities.
2. Create innovative programs and projects to thank and steward donors; ensures the external reporting to donors on endowments. Provides customized stewardship reports to selected major donors and prospects. Implement annual stewardship for Patron level donors as appropriate. Oversees the development and implement of annual plan for stewardship program.
3. Oversee the recruitment and selection of staff to assist in attainment of goals and objectives; carries out human resource functions for direct reports including hiring, evaluating, training, developing, supporting, coaching, and when necessary, counseling and initiating disciplinary actions.
4. Collaborate with Vice President of IA to develop a performance plan and a performance based budget; insures fiscal responsibility for decisions regarding expenditures.
5. Prepare copy for advancement marketing materials and communications, including campaign communications in collaboration with SCER.
6. Work with Advancement Services to monitor gift records of key donors and to create appropriate reports. Work with development officers and Adv. Services to ensure accuracy of gift allocations. Provide analysis and recommend changes as needed.
7. Oversee maintenance of contact reports on Advance for Stewardship/Endowed Fund activity. Use this tool to determine annual schedule of all required stewardship reports.

8. Prepare correspondence for advancement and Institute leadership as appropriate and provide proofreading/editing assistance, as required.
9. Oversee and direct the development and implementation of strategic communications in multiple mediums in a timely fashion. This includes, but not limited to, social media sites, e-blasts, year-end-reminders, web pages, newsletter updates, and fundraising campaign materials in collaboration with SCER.
10. Perform other duties as assigned.
11. 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: Vice President of Institute Advancement or designee  
Positions Supervised: Professional and support staff as assigned.

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

- A bachelor's degree in English, journalism, marketing or related discipline.
- A minimum of five years experience in fundraising or constituent relations with an educational institute or non-profit organization.

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

- Excellent communication, presentation and interpersonal skills and attention to details.
- Ability to work in fast paced, upbeat, and ever-changing environment.
- Proven experience in producing marketing pieces.
- Working knowledge of Microsoft Office, especially Word, Excel, Access, and PowerPoint.
- Technical/scientific writing experiences a plus.
- Ability and experience in supervising staff and leading a major program.

### **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/>