

**Organization:** Rensselaer Polytechnic Institute

**Position:** The Director of Individual, Major and Principal Giving

**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 [DIMPG@woolbrightgroup.com](mailto:DIMPG@woolbrightgroup.com). The subject line in the email should be DIMPG. 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 Individual, Major and Principal Giving** reports to the Associate Vice President for Development and Fundraising and is responsible for leading principal and major gift staff to maximize philanthropy from donors capable of \$100,000 gifts and above to support Rensselaer's highest priorities. The Director will develop a comprehensive strategy to engage interested individuals, expand the number and level of individual donors, and move them to progressively higher levels of giving.

1. Work closely with the Associate Vice President for Development and Fundraising and the Vice President for Institute Advancement for Development and Fundraising to develop and implement strategies that result in successful engagement of and charitable support from principal and major gift donors and prospective donors.
2. Manage a discreet portfolio of principal and major gift prospects and donors capable of \$100,000+ gifts. Prepare and implement written strategies for all prospects and utilize effective tracking and monitoring processes.
3. Provide leadership and managerial oversight of day-to-day individual giving operations while maintaining focus on the big picture and acting as a critical part of the development team's strategic core. Provide accurate, appropriate and timely information to the associate vice president, including reports, analyses, and recommendations.
4. Develop performance, operating plans, and budgets within the goals and parameters established by the Institute and the Associate Vice President of Institute Advancement. Recommend and manage principal and major gift office budgets ensuring fiscal responsibility for decisions regarding expenditures.
5. Oversee the recruitment and selection of staff to assist in attainment of goals and objectives; carry out human resource functions for direct reports including hiring, evaluating, training, developing, supporting, coaching, and when necessary, counseling and initiating disciplinary actions.

6. Participate in comprehensive, broad-based fundraising prospect strategies and assist in the overall Campaign Plan under the direction of the Associate Vice President.
7. Assess staff and responsibilities, defining roles as necessary to optimize fundraising efforts to maximize philanthropy from donors capable of \$100,000 gifts and above. Establish performance metrics, set individual and departmental goals and monitor relevant benchmarks to ensure appropriate staff accountability and recognition. Foster an environment that brings out the best in each member of the staff and supports individuals in their professional growth. Communicate expectations and hold staff accountable for performance according to established metrics.
8. Serve as a member of the advancement leadership team and actively participate in strategic and operational planning and implementation discussions.
9. Advise the Associate Vice President of IA of situations, issues, or actions that may influence the achievement of plans and goals which may reflect unfavorably on the Institute, or which may impact issues currently or about to be decided.
10. Perform other duties as assigned by the Associate Vice President or designee.

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 Development/Fundraising

Positions Supervised: Advancement Professionals and Administrative support staff as assigned

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

Required:

- Bachelor's Degree Required; Master's degree preferred
- Minimum of seven years related and progressively responsible professional fundraising and management experience preferably in a college, university or academic setting
- Demonstrated team leadership experience including experience building strong, autonomous, and collaborative teams

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

- Ability to develop effective partnerships with internal and external constituencies.
- Proven ability to establish and maintain relationships with high-level prospects and close significant gifts.
- Ability to manage fundraising goals and expectations in a metrics-driven, deadline-oriented environment.
- Ability to set priorities while also contributing to team effort in Institute Advancement.
- Ability to exercise good judgment, to demonstrate an understanding of ethics related to development activities and to use discretion in interactions with donors, prospects and others.
- Ability to conduct research and assemble data, analyzes information, and prepares effective, accurate and timely reports and other documents to support development activities.
- Excellent oral and written communication skills.

- Strong organizational skills.
- Ability to anticipate and solve problems.
- Strong analytical skills and ability to interpret financial data.
- Ability to work effectively under pressure and meet established goals and objectives.
- Ability to work with a diverse population.
- Strong computer skills and knowledge.
- Ability to handle sensitive and confidential matters with discretion.

### **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/>