Organization: Rensselaer Polytechnic Institute

Position: The Director of Analytics, Prospect Research and Management

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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 DPAR@woolbrightgroup.com. The subject line in the email should be DPAR. Confidential inquiries may be made by contacting Colleen Brade by email to Colleen@woolbrightgroup.com or by telephone at 585-738-7678 or Cynthia Woolbright by email to Cynthia@woolbrightgroup.com or by telephone at 585-787-0325.

The Director of Analytics, Prospect Research and Management is responsible for overseeing key "knowledge management" functions of Rensselaer's Institute Advancement (IA) division in support of the organization's fundraising and constituent relations goals: business requirements development and documentation; business information management and analysis; and fundraising, constituent management and adjunct systems support. The Director determines how to translate data into usable, actionable information for the formation and execution of fundraising and constituent management strategies and measures of success. The Director ensures the systems facilitate a strategic, integrated program of prospect identification, research and donor management in support of major fundraising campaigns.

1. 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. Mentor junior staff and serve as a consultant to them on key research projects.
2. Diagnose problems and identify creative solutions including cultivating the ideas of others to find creative solutions.
3. Monitor data integrity through continuous development of data quality and exception reports and determines how to translate data into usable, actionable information for the formation and execution of fundraising strategies and measures of success.
4. Provide models, forecasts, metrics and analyses to enable advancement managers to make informed business decisions and manage donors and prospects from an individual or segment perspective.
5. Ensure the systems facilitate a strategic, integrated program of prospect identification, research and donor management in support of major fundraising campaigns.

6. Gain cooperation from and collaborate with individuals or groups over whom there is no direct authority in order to accomplish program goals.
7. Present analyses and information to small and large groups and speak succinctly about interpretation and recommendations.
8. Oversee the creation and maintenance of technology training materials for IA staff and associated documentation.
9. Perform other duties as assigned by the Vice President for Institute Advancement or designee.
10. Maintain strict confidentiality as outlined in the Institute's Policy on Confidentiality of Constituent Information (signed copy on file); uphold the highest ethical standards in compiling, sharing, and storing information, to respect privacy.

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
- Demonstrated experience in outcome-based analysis.
- Five years of experience supporting a major fundraising system such as Advance, Millennium, Raisers Edge with successful experience in developing, directing and managing multiple projects and implementing strategic program goals.
- Management of staff with professional experience and extensive knowledge in cross-functional IT project management, methodologies and techniques.

Preferred:

- Master's degree

Knowledge, Skills and Abilities

- Demonstrated understanding of the fundraising process and constituent management needs including benchmarking, metrics and leading a department.
- A complete understanding of relational database concepts and demonstrated ability to design useful and usable analytical reports.
- Ability to communicate clearly and precisely both orally and in written communications with people on many functional levels regarding computer use verbally, in presentations, as a trainer, and in one-on-one meetings.
- A thorough knowledge of the prospect management process and prospect research methods; and implementing and analyzing results of electronic donor screening and segmenting initiatives.
- Ability to successfully collaborate with senior management and advancement officers.
- Ability to interpret, analyze, and summarize complex biographical, business, and knowledge of accounting procedures and federal requirements with regard to gifts and pledges.
- Proven ability to anticipate and solve problems.
- Proven ability to work effectively in a fast-paced team and under pressure and still meet established goals and objectives.

- Interest in and dedication to the goals of higher education and be flexible and adaptable to change.

Preferred:

- Experience with Business Intelligence concepts and tools.

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 DPAR@woolbrightgroup.com. The subject line in the email should be DPAR. Confidential inquiries may be made by contacting Colleen Brade by email to Colleen@woolbrightgroup.com or by telephone at 585-738-7678 or Cynthia Woolbright by email to 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/**