

**Organization:** Rensselaer Polytechnic Institute

**Position:** The Advancement Officer for Principal Gifts

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

**The Advancement Officer for Principal Gifts** is responsible for cultivating and soliciting prospects capable of making gifts to Rensselaer of \$100,000 and greater. The Advancement Officer will work in an assigned region and support campus leaders to develop and implement strategies to close gift commitments.

1. Raise new commitments from prospects capable of gifts of \$100,000 and greater as identified in Goals/Objectives.
2. Prepare and submit proposals as specified in Goals/Objectives.
3. Conduct pre-planned face-to-face prospecting and cultivation visits as specified in Goals/Objectives.
4. Conduct major moves as specified in Goals/Objectives.
5. Development Story as specified in Goals/Objectives.
6. Interdepartmental teamwork:
  - Work closely with specific campus leadership determined by Vice President of IA (including briefing materials and prospect strategies).
  - Collaborate with counterparts in Alumni Relations.
  - Collaborate with Annual Giving team.
  - Work in partnership with Major Gift officers and Principal Gift officers on strategic donor activities and solicitations.
  - Work in partnership with Corporate & Foundation officers on solicitations and cultivations.
7. Maintain up to date prospect information in Advance by utilizing and maintaining prospect tracking system.
8. Participate and present in prospect strategy sessions.
9. Perform other duties as assigned by Vice President or designee.

10. 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: Director of Individual, Major and Principal Gifts or designated staff by the Vice President  
Positions Supervised: Administrative Staff as assigned

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

Required:

- Bachelor's degree and five years of experience in fundraising or a related field, or a Master's degree and three years of experience.

Preferred:

- Experience in higher education is preferred.

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

- Proven ability to establish and maintain relationships with major gift prospects and to close major gifts (\$50,000+).
- Ability to set priorities while also contributing to team effort in Institute Advancement.
- Excellent oral and written communication skills.
- Strong organizational skills.
- Ability to deal with very technical information and to translate this information into a product salable to non-technical internal and external people.
- Flexibility in dealing with a wide variety of people; ability to process information quickly and accurately.
- Ability to work effectively under pressure and meet established goals and objectives.
- Ability to demonstrate an understanding of Rensselaer and the major initiatives.
- Ability to multi-task, handle multiple projects and deadlines.
- Ability to work in a team environment.

### **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 [PGO@woolbrightgroup.com](mailto:PGO@woolbrightgroup.com). The subject line in the email should

be PGO. Confidential inquiries may be made by contacting 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/>