

Organization: Rensselaer Polytechnic Institute

Position: The Senior 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 SPGO@woolbrightgroup.com. The subject line in the email should be SPGO. Confidential inquiries may be made by contacting Cynthia Woolbright by email to Cynthia@woolbrightgroup.com or by telephone at 585-787-0325.

The Senior Advancement Officer for Principal Gifts is responsible for creating, building and sustaining programs that effectively engage alumni in the day-to-day life of Rensselaer. He/she accomplishes this through identifying, developing and building programs that keep alumni informed and aware of Rensselaer's relevance to alumni personally and professionally. Programs include those that communicate with and serve alumni; provide connections and networking between alumni, students and the Institute; identifying opportunities to celebrate the achievements of alumni; and offering opportunities for alumni to become more deeply involved with the Institute.

1. Manage a portfolio of Principal Gift prospects capable of gifts of \$2,500,000 or more by conducting pre-planned face-to-face prospecting and cultivation visits.
2. Assist the Vice President for Institute Advancement and Director of Individual, Major and Planned Giving in developing effective strategies for strengthening cultivation and solicitation of the principal gifts prospects. Work within defined standards of quality commensurate with the stature of a world-class technological research university.
3. Work in collaboration with colleagues in the constituent, major gifts and annual fund offices.
4. Participate in comprehensive, broad-based fundraising prospect strategies involving Institute Leadership.
5. Advise the Vice President/Director of Principal Gifts 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.
6. Prepare and implement written strategies for all prospects and utilize effective tracking and monitoring processes.
7. Complete other duties as assigned by Vice President or designee.
8. 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.

Qualifications (Education/Experience)

- Bachelor's degree
- Minimum of seven years related and progressively responsible fundraising experience or a Master's degree and five years experience.
- Experience in higher education advancement.

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 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.
- Excellent interpersonal and customer service skills.
- 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.

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/>