

ASPEN LEADERSHIP GROUP

ASSOCIATE VICE PRESIDENT FOR ALUMNI ENGAGEMENT
RENSELAER POLYTECHNIC INSTITUTE
TROY, NEW YORK



Rensselaer

The Aspen Leadership Group is proud to partner with Rensselaer Polytechnic Institute in the search for an Associate Vice President for Alumni Engagement.

The Associate Vice President for Alumni Engagement will plan and implement a comprehensive and integrated alumni and volunteer engagement program for the Institute that includes establishing alumni relations and development goals; coordinating and leading the efforts of the Rensselaer Alumni Association (RAA) Board of Directors and its affiliate programs as its Executive Director; leading the Institute's Reunion and Homecoming activities and Advancement events; identifying, designing, and coordinating affinity based alumni groups, regional networks, and constituent groups; coordinating alumni and development volunteers; and thanking and recognizing donors and volunteers. The Associate Vice President will create and lead a comprehensive volunteer engagement program to identify, cultivate, develop, and steward individuals with the ability to serve as volunteers in key roles across the Institute.

Rensselaer Polytechnic Institute (RPI) is the nation's first and one of the world's most renowned technological research universities where students, faculty, and alumni have been defining scientific and technological advances for nearly 200 years. RPI boasts a legacy of changemakers confronting the most pressing problems facing humanity and the planet. Established in 1824 by Stephen Van Rensselaer and Amos Eaton, Rensselaer Polytechnic Institute is a private research university located in Troy, New York. Built on a hillside, RPI's 276-acre campus overlooks the city of Troy, the Hudson River, and the Capital Region. Students at RPI can choose from more than 145 undergraduate, graduate, and doctoral programs across five schools as well as programs and certificates for working professionals. Beyond the classroom, Rensselaer develops technological leaders who are global citizens prepared to change the world with more than 200 student-led clubs, 50+ club sports, NCAA athletic teams including Division I men's and women's hockey and 21 teams that compete in Division III. With more than 110,000 living alumni, some of RPI's most notable alumni were behind innovations that have improved everyday lives—from the Transcontinental Railroad and the Brooklyn Bridge to baking powder and the digital camera.

Rensselaer educates the leaders of tomorrow for technologically based careers. It celebrates discovery and the responsible application of technology to create knowledge and global prosperity. With an emphasis on science and technology, RPI is classified among R1 Research Institutions and boasts faculty and alumni in the National Inventors Hall of Fame, as well as National Medal of Technology recipients, National Medal of Science winners, Fulbright Scholarship recipients, and a Nobel recipient. Researchers at Rensselaer transcend disciplines and work together to address a range of global challenges, focusing on five key areas of research: Biotechnology and the Life Sciences; Computational Science and Engineering; Energy, Environment, and Smart Systems; Media, Arts, Science, and Technology; and Nanotechnology and Advanced Materials. Collaborating with external sponsors and partners in the federal government, state government, foundations, and industry, RPI is solving the most pressing issues of our time.

With nine Institute-wide research centers, six Institute-wide research platforms, and \$122 million in research expenditures, RPI's nearly 700 Ph.D. students are well-placed to make an impact on the world. The Institute's Office of Research drives and supports the Research Enterprise, increases Rensselaer impact and visibility, and communicates to the national and international community that Rensselaer researchers are defining the frontiers of discovery and innovation.

Rensselaer Polytechnic Institute has been named 51st university in the nation and 46th most innovative school, as ranked by *U.S. News & World Report*. The Institute is also ranked seventh among New York State colleges with the highest ROI by *Payscale*. Individual programs within the five schools also receive national recognition. The undergraduate game design program is ranked ninth by *U.S. News & World Report* and seventh by *GameDesigning.org*. The Lally School of Management at Rensselaer has been recognized among the "Best Business Schools" by *The Princeton Review* and boasts the #2 M.S. in Business Analytics program in the U.S. according to *TFE Times*. *College Factual* recognized RPI as the top computer engineering technology school and second among "Best General Visual & Performing Arts Schools," "Best Engineering Technologies Schools," and "Best Engineering Technologies Bachelor's Degree Schools."

REPORTING RELATIONSHIPS

The Associate Vice President for Alumni Engagement will report to the Vice President, Institute Advancement, Matthew Ter Molen. The Associate Vice President will oversee a team of 13 current and planned staff.

FROM THE VICE PRESIDENT

Rensselaer Polytechnic Institute is a very special place. Having recently arrived at RPI initially last year as a consultant, I was immediately impressed with the professionalism and dedication of the staff, and the vision, skill, friendliness, and transparency of the Institute President, Dr. Marty Schmidt '81. Marty (as he prefers to be called) took the role of President of his alma mater in July of 2022, and since then has made significant connections—and had a significant impact—upon members of the alumni, student, parent, faculty, and staff communities.

I soon decided that RPI was the place for me. I'm thrilled to have the opportunity to work alongside the team, as I strive to embody leadership values which speak to kindness, creativity, authenticity, empathy, and inclusion, while we build a best-in-class advancement program. We are fortunate to have the board's support as they have invested in our team to grow and restore our team as we double in size. This role will join the diverse team of seasoned, mid-level, and new professionals with a common goal and vision—to connect, engage, and inform the more than 110,000 members of the RPI global alumni community.

In my opinion, there is no better time to join the RPI team. As the nation's first technological research university, we will be celebrating the bicentennial milestone in 2024. There are so many opportunities to make your mark while making a difference for our growing team as we look to commemorate the Institute's 200th year of leadership, innovation, and research next year.

We challenge our students to think, "why not change the world?" I feel most fortunate to be leading a team that has the same opportunity—to change our students' lives—through our efforts in advancement and engagement. Join us as we build the very best team, and work together to change the world for our faculty, staff, alumni, donors, parents, and, most importantly, our students.

I hope you consider the role further and look forward to future conversation.

—Matthew J. Ter Molen, Vice President, Institute Advancement

RENSELAER POLYTECHNIC INSTITUTE'S COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

Diversity is a core value at Rensselaer. The Institute is comprised of a diverse community with respect to ethnicity, race, culture, religion, national and geographic origin, gender, and gender identity. Its focus is on intellectual excellence and agility, multicultural sophistication, and a global view. That means that it is, and must always strive to be, a campus open to the full range of ideas and perspectives.

At Rensselaer, all members of the community are challenged to ask, *why not change the world?* To accomplish this, it seeks to engender intellectual agility, multicultural sophistication, and a global view in its students. This requires contributions from a rich diversity of persons, groups, and viewpoints. Fostering and nurturing this diversity, and the inclusive and collaborative environment required for it to reach its fullest potential, must be, and is, at the very core of Rensselaer's mission and values as the nation's first technological university.

Rensselaer strives to develop aspirational goals, strategies, actions, and initiatives which nurture and sustain a diverse and inclusive living, learning, and working environment that will ultimately help it make real progress in strengthening its efforts to become the most accessible, warm, welcoming, supportive, and inclusive community that it can be.

PRIMARY RESPONSIBILITIES

The Associate Vice President for Alumni Engagement will

- under the leadership of the Vice President, develop strategies for strengthening alumni engagement including developing goals, metrics, outcomes, and standards of quality commensurate with the stature of a world-class technological research university;
- develop alumni engagement strategies, programs, and initiatives that achieve these outcomes and standards;
- work closely with the Institute's leadership including academic deans, portfolio managers, and other leadership to develop programs to engage RPI's alumni nationally as well as internationally including leadership, collaboration, and strong return on investment tracking and analytics;
- work closely with the Institute's leadership including academic deans, portfolio managers, and other leadership to develop programs that engage alumni, nationally and internationally, in the bicentennial of Rensselaer Polytechnic Institute in 2024;
- develop performance plans, budgets, and operating plans within the goals and parameters established by the Institute and the Vice President;
- plan, manage, execute, and evaluate programs to achieve the goals and outcomes in approved performance plans and budgets;
- act as an advocate for alumni and serve as one of the Institute's primary spokespersons to alumni around the world, along with the President, Vice President, and members of the Rensselaer Alumni Association Board of Trustees;
- as Executive Director of the Rensselaer Alumni Association Board of Trustees, maintain and strengthen relationships between RAA and the Institute while supporting the mission and goals of both entities;
- oversee the planning and implementation of RAA activities in partnership with the RAA President;
- create and lead a comprehensive volunteer engagement program to identify, cultivate, develop, and steward individuals with the ability to serve as volunteers in key roles while partnering with the Director, Annual Giving, to review, develop, and implement a strong reunion giving program, led by key volunteers;

- work with the Vice President, senior leaders, and team members to build an international alumni engagement program while ensuring alumni relations programs and policies are instituted consistently with alumni who live abroad;
- recruit qualified staff with particular attention to the Institute’s quality, diversity, and performance management goals;
- supervise, coach, manage, support, and evaluate direct reports;
- establish a work environment in which participation, collaboration, respect, and excellence are fostered;
- administer a program of professional development for department staff;
- work with all department staff to provide outstanding customer service to Institute and Advancement constituents including providing regular reports to the Vice President on progress toward key goals; and
- advise the Vice President of situations, issues, or actions which may influence the achievement of plans and goals, which may reflect unfavorably on the Institute, or may impact issues currently or about to be decided.

LEADERSHIP

Matthew J. Ter Molen

Vice President, Institute Advancement

Matthew J. Ter Molen was appointed Vice President for Institute Advancement, effective January 1, 2023.

Ter Molen joins the Rensselaer community from Syracuse University, where he held the position of Chief Advancement Officer and Senior Vice President since being appointed in December 2014. In this role, he oversaw all advancement operations at Syracuse University, including the planning, launch, and execution of the \$1.5 billion University-wide campaign *Forever Orange*. The *Forever Orange* campaign raised more in private philanthropy than at any other time in Syracuse University history, more than \$1.2 billion raised to date.

Before joining Syracuse University, Ter Molen held the position of Associate Vice President for Development and Campaign Manager at Northwestern University. In this capacity, he directed, planned, and launched the University’s \$6 billion comprehensive campaign, *We Will. The Campaign for Northwestern*. Before serving as the Associate Vice President, Ter Molen served as the Assistant Dean for Advancement for the Weinberg College of Arts and Sciences at Northwestern University. Ter Molen served for two years in the Peace Corps in Honduras before starting his first fundraising position at the University of Chicago, where he began as an Assistant Director in Annual Giving. From 1990 to 1998, he held successive positions at the University of Chicago, including Regional Major Gifts Officer and Director for Annual Giving.

Ter Molen holds a Bachelor of Arts in Political Science from Miami University in Oxford, Ohio.

PREFERRED COMPETENCIES AND QUALIFICATIONS

Rensselaer Polytechnic Institute seeks an Associate Vice President for Alumni Engagement with

- a commitment to the mission of Rensselaer Polytechnic Institute—to educate the leaders of tomorrow for technologically based careers, celebrating discovery and the responsible application of technology to create knowledge and global prosperity;
- a history of superior team leadership including experience building strong, autonomous, and collaborative teams;

- experience personally cultivating, soliciting, and closing gifts with significant institutional impact;
- a keen eye for operational efficiency and optimal use of resources;
- an ability to plan, monitor, and manage a budget;
- an ability to mentor and motivate staff and encourage professional growth;
- an ability to manage fundraising goals and expectations in a metrics-driven, deadline-oriented environment;
- strong interpersonal skills and an ability to work effectively and cooperatively with volunteers, donors, administration, deans, faculty, and staff;
- exceptional oral and written communication skills;
- an ability to manage a wide range of relationships and situations;
- comfort with ambiguity;
- a collaborative, self-motivated, and flexible approach to work and an ability to work independently and as active member of multiple teams;
- strong diplomatic skills and sensitivity to the concerns and interests of others;
- collegiality, a strong service orientation, and integrity;
- strong project management skills and an ability to plan and schedule individual work and teamwork, set priorities, and manage multiple projects and deadlines; and
- an ability to maintain discretion and the highest ethical and professional standards while handling confidential information.

Rensselaer Polytechnic Institute will consider candidates with a broad range of backgrounds. A bachelor's degree or an equivalent combination of education and experience and at least ten years of progressively responsible professional fundraising and management experience in a college, university, or academic medical setting is preferred.

SALARY AND BENEFITS

The hiring range for this position is \$180,000 to \$255,000 annually. Rensselaer Polytechnic University provides this hiring range as a good faith estimate of what starting pay will be offered to the successful candidate. Rensselaer's Total Compensation Program is designed to provide stable pay growth, a comprehensive and affordable benefits package, and a comprehensive and affordable retiree medical and prescription plan. Rensselaer is recognized locally and nationally for the depth and breadth of its compensation and benefits program. Its goal is to provide you and your family with a comprehensive health and welfare program as an umbrella of financial security and protection during your employment. Learn more [here](#).

LOCATION

Rensselaer Polytechnic Institute is in Troy, New York. The position may have the opportunity for a hybrid working arrangement (a combination of on- and off-site).

APPLICATION INSTRUCTIONS

All applications must be accompanied by a cover letter and résumé. ***Cover letters should be responsive to the mission of Rensselaer Polytechnic Institute as well as the responsibilities and qualifications stated in the prospectus.*** Preference will be given to applications received by July 28, 2023. Review of applications will begin immediately and continue until the successful candidate has been selected.

Rensselaer Polytechnic Institute welcome candidates who will bring diverse cultural, ethnic, national, and international perspectives to Rensselaer's work and campus communities. Rensselaer Polytechnic Institute is an Affirmative Action/Equal Opportunity, Race/Gender/Veterans/Disability Employer.

To apply for this position, visit:

[Associate Vice President for Alumni Engagement, Rensselaer Polytechnic Institute.](#)

To nominate a candidate, please contact Don Hasseltine, donhasseltine@aspenleadershipgroup.com.

All inquiries will be held in confidence.