



SENIOR LEADERSHIP ANNUAL GIVING OFFICER
RENSSELAER POLYTECHNIC INSTITUTE
TROY, NEW YORK



Rensselaer

The Aspen Leadership Group is proud to partner with Rensselaer Polytechnic Institute in the search for a Senior Leadership Annual Giving Officer.

The Senior Leadership Annual Giving Officer will manage a portfolio of 150 to 200 regionally assigned prospects with the capacity to give \$10,000 to \$100,000 annually. In addition, the Senior Leadership Annual Giving Officer will solicit gifts of \$2,500 and above towards the Annual Patroon Society, which has provided a vital source of leadership, generosity, and support for generations of Rensselaer students. The Senior Leadership Annual Giving Officer will participate in a larger individual giving ecosystem and will partner with gift officers in the Regional and Constituent based programs to ensure coordination with potential major gift prospects. The Senior Leadership Annual Giving Officer will develop annual giving strategies that celebrate and engage RPI's donors in the bicentennial of Rensselaer Polytechnic Institute in 2024.

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 Senior Leadership Annual Giving Officer will report to the Director, Annual Giving.

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 Senior Leadership Annual Giving Officer will

- raise new commitments from prospects capable of gifts of \$10,000 to \$100,000 annually;
- conduct pre-planned face-to-face cultivation visits;
- make 60 significant prospect contacts each year to qualify, cultivate, solicit, and steward a portfolio of prospects capable of giving \$100,000 down to the Patroon Society level (\$2,500+);
- utilize the prospect tracking system in Advance to record moves, asks, and outcomes including contact reports, rating and staffing changes, proposals, and gift commitments;
- make a minimum of 32 solicitations for \$2,500 to \$100,000 each year;
- secure increased gifts from 30% of donors within an assigned portfolio;
- in collaboration with the Director, Annual Giving, set the strategy for top level annual support related to individual solicitations as well as department wide efforts to increase philanthropic support;
- work collaboratively with other Advancement Officers to coordinate solicitations and manage prospects to maximize philanthropic relationships with the Institute;
- lead annual giving specific programs as directed by the Director, Annual Giving;
- collaborate with the Annual Giving Communications staff on their mass solicitation of high-level annual fund prospects through direct mail, e-mail, and student calling; and
- be responsible for annual goals in line with those of a Senior Advancement Officer, Annual Giving.

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.

Joel B. Kincart

Associate Vice President, Development and Fundraising

Joel B. Kincart has served as Associate Vice President for Development and Fundraising since February 2020 and has been responsible for leading all fundraising staff. Kincart, partners with the Vice President to lead strategic relationships with individuals, corporations, and private foundations.

Kincart has over 20 years of advancement experience in higher education, particularly in college-level development and marketing. Prior to joining Rensselaer, he served as the President of the South Dakota School of Mines and Technology Foundation. As President, he led the University through its most successful five-year stretch of fundraising. He increased the number of donors, donor retention, and average gift size. In this capacity, he also served as a leadership team member for the President of the University while managing an active portfolio of donors within the Foundation. Kincart implemented best practices, policies, and procedures related to fundraising, stewardship, gift processing, and data management and enhanced the overall operations of the Foundation.

Kincart has also served in the positions of Chief Operating Officer and Senior Director of Development at Utah Valley University in Orem; Regional Vice President for the American Cancer Society, Great West Division; Assistant Dean of Advancement for the College of Education at the University of Utah; Director of Development for the College of Science at the Utah State University; and Director of the Parents Annual Fund program at Georgetown University.

Kincart obtained a Master of Science in Education and a Bachelor of Science in Zoology from Iowa State University.

PREFERRED COMPETENCIES AND QUALIFICATIONS

Rensselaer Polytechnic Institute seeks a Senior Leadership Annual Giving Officer 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;
- experience in higher education advancement as a front-line fundraiser with a successful record of prospect development and relationship building;
- experience managing fundraising volunteers;
- experience soliciting gifts of significant institutional impact;
- experience planning and implementing events;
- an ability to cultivate, solicit, and steward donor prospects including parents;

- an ability to develop and maintain effective relationships with donors, including understanding donor motivation, and developing and sustaining donor commitment;
- an ability to effectively facilitate discussions and engage in public speaking;
- an ability to promote and implement processes to build effective donor relationships;
- an ability to collaborate with others, on one's team, across the organization, and externally;
- an ability to work effectively individually and as a group and team member exploring options, making decisions, and seeking support;
- an ability to work with colleagues and leadership to implement change initiatives that enhance the donor experience;
- an ability to collect, analyze, and manage relevant information, including prospect research;
- an ability to work effectively under pressure and meet established goals and objectives;
- an ability to multi-task and handle multiple projects and deadlines;
- proficiency with Microsoft Office; and
- an ability to learn and use discipline specific technologies including database management software and web-based communication tools.

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 five years of related and progressively responsible fundraising experience is preferred.

SALARY AND BENEFITS

The hiring range for this position is \$88,000 to \$110,000 annually. Rensselaer Polytechnic Institute provides this hiring range as a good faith estimate of what the 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:

[Senior Leadership Annual Giving Officer, Rensselaer Polytechnic Institute.](#)

To nominate a candidate, please contact Eric Rosario, ericrosario@aspenleadershipgroup.com.

All inquiries will be held in confidence.