



DIRECTOR, ANNUAL GIVING
RENSSELAER POLYTECHNIC INSTITUTE
TROY, NEW YORK



Rensselaer

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

The Director, Annual Giving will design and implement a comprehensive annual solicitation program that utilizes advanced technologies, targeted segmentation, and data analysis to enhance revenue for both restricted and unrestricted giving for Rensselaer while expanding the rate of alumni participation. The Director will manage all annual giving staff, volunteers, and activities as well as maintain a donor prospect pool and solicit gifts for the Institute. The Director will engage in a critical analysis of existing programs and plans to ensure that the University's annual giving program remains best in class, with innovative programs that engage alumni. The Director will develop annual giving programs that celebrate and engage RPI's alumni nationally as well as internationally 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 Director, Annual Giving will report to the Associate Vice President, Development and Fundraising, Joel B. Kincart. The Director will oversee a team of eight 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 Director, Annual Giving will

- provide strategic on-going leadership of the annual giving office and its programs to ensure established goals are achieved;
- track annual goals and report progress to the Associate Vice President and others in Advancement leadership;
- design and execute an annual and multi-year plan for annual giving to increase philanthropic and volunteer support and donor participation;
- develop and manage strategies for increasing the number of retained and new donors to the Rensselaer Annual Fund;
- develop a plan and manage strategies to secure increased designated annual support while building the volunteer structure to support these strategies;
- work closely with the Institute's leadership including academic deans, portfolio managers, and other leadership to develop annual giving programs that celebrate and engage RPI's alumni nationally as well as internationally in the bicentennial of Rensselaer Polytechnic Institute in 2024;
- work closely with Advancement Officers to ensure optimum collaboration and integration within programs;
- track Advancement Officer solicitations including leadership annual giving asks of \$25,000 to \$100,000;
- oversee the development of staffing plans that support the initiatives of the Institute;
- ensure fiscal responsibility for decisions regarding expenditures and staffing levels in the department;
- analyze prospect pools and strategically segment into targeted groups of potential donors for various outreach channels while building an appropriate timeline to ensure that all targeted groups are called at optimum times utilizing effective calling scripts;
- in partnership with the Vice President, manage the Rensselaer Alumni Association Annual Fund Gift Committee, ensuring that all Board members are giving to the Rensselaer Annual Fund each year at an appropriate leadership level; and

- oversee the recruitment and management of direct reports including hiring, evaluating, training, developing, supporting, coaching, and counseling.

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 Director, Annual Giving 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;
- volunteer management experience, preferably in a college, university, or academic setting;
- leadership experience including experience building strong, autonomous, and collaborative teams;
- comprehensive knowledge of alumni or other constituent relations activities within a research university or a similarly complex enterprise with a comprehensive constituent relations program;
- an ability to develop effective partnerships with internal and external stakeholders;
- an ability to manage fundraising goals and expectations in a metrics-driven, deadline-oriented environment;
- an ability to set priorities while contributing to a team effort;
- an ability to exercise good judgment, demonstrate an understanding of ethics related to development activities, and use discretion in interactions with donors, prospects, and others;
- an ability to conduct research and assemble data, analyze information, and prepare effective, accurate, and timely reports and other documents to support development activities;
- an ability to design, implement, and continuously improve programs and processes that achieve outcomes;
- excellent oral and written communication skills;
- strong organizational skills and an ability to anticipate and solve problems utilizing strong analytical skills;
- an ability to interpret financial data;
- an ability to work effectively under pressure and meet established goals and objectives;
- an ability to work with diverse populations;
- strong computer skills and knowledge; and
- an ability to handle sensitive and confidential matters with discretion.

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 seven years of related, progressively responsible professional fundraising and management experience is preferred.

SALARY AND BENEFITS

The hiring range for this position is \$100,000 to \$130,000 annually. Rensselaer 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:

[Director, Annual Giving, Rensselaer Polytechnic Institute.](#)

To nominate a candidate, please contact Clare McCully, claremccully@aspenleadershipgroup.com.

All inquiries will be held in confidence.