

**Boyden Executive Search Contact**Wendy Wilsker | 781.572.5703 | [wwilsker@boyden.com](mailto:wwilsker@boyden.com)Holly Wolk | 585.397.0975 | [hwolk@boyden.com](mailto:hwolk@boyden.com)**Job Summary**

The Regional Director of Development for the Southwest Region of the United States will be responsible for developing a regular cadence of strategic opportunities focused on engaging existing and prospective major donors with the end goal of qualifying, soliciting, and closing major gifts. This role will serve as the primary strategist and staff person for the Texas Triangle Executive Council. The Regional Director of Development must collaborate with and convene other Development & Alumni Engagement stakeholders in the region to ensure a coordinated and thoughtful approach to all activities meant to engage RPI's leading prospects and donors. These stakeholders include but are not limited to Principal Giving, Major Giving, Alumni Relations, and School-/College-affiliated colleagues. Additionally, the Regional Director of Development carries a portfolio of approximately 75 major gift prospects who have the capacity to make gifts in the range of \$100,000 - \$2.49 million. This position will oversee various special projects in the region as assigned by their AVP.

**Duties and Responsibilities**

- Raise new commitments from prospects capable of gifts of \$100,000 to \$2.49 million, as identified in goals and objectives. (25%)
- Prepare and submit proposals as specified in goals and objectives. (10%)
- Conduct pre-planned face-to-face prospecting and cultivation visits as specified in goals and objectives. (20%)
- Conduct major moves as specified in goals and objectives. (10%)
- Manage and increase membership in the Regional Leadership Council and other effective, high-level volunteer structures designed to provide counsel, to identify prospects, and to assist with specific solicitations and other programmatic initiatives as necessary. (10%)
- Work in collaboration with specific campus leadership as determined by the VP of Institute Advancement and with colleagues in Institute Advancement portfolio. (5%)
- Maintain up to date prospect information in Advance by utilizing and maintaining prospect tracking system. (5%)

- Coordinate and orchestrate prospect strategies with the appropriate campus partners and work in tandem to assure the highest and best use of time, budget, and personnel. (5%)
- Establish long-range goals and objectives, in partnership with the director, for development programs and activities in gift planning reflect University priorities. Prepare regional operating plan and prospect pipeline designed to facilitate achievement of these goals and objectives as a component of the University-wide major gifts plan. (5%)
- Participate and present in prospect strategy sessions. (5%)

### Target Goals and Objectives (FY27)

| Annual Targets                                                                                                                                                                           | Goal                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| <i>Targets are represented below based on position expectations. Managers will work with Major Gift Officers to set an annual goal based on portfolio and anticipated solicitations.</i> |                        |
| <b>Dollar goal – newly documented commitments:</b>                                                                                                                                       |                        |
| • <b>1<sup>st</sup> and 2<sup>nd</sup> Year</b>                                                                                                                                          | \$600,000+             |
| • <b>Sustained Giving (3 years +)</b>                                                                                                                                                    | \$1.2 M+               |
| <b>Annual Goals</b>                                                                                                                                                                      |                        |
| <b>Visits – site, virtual and campus visits</b>                                                                                                                                          | 120                    |
| <b>Qualification Visits</b>                                                                                                                                                              |                        |
| • <b>1<sup>st</sup> and 2<sup>nd</sup> Year</b>                                                                                                                                          | 70                     |
| • <b>Sustained Giving (3 years +)</b>                                                                                                                                                    | 42                     |
| <b>Major Moves – actions related to answering key questions that move a prospect closer to a gift</b>                                                                                    | 233                    |
| <b>Total # of Solicitations (\$2,500 - \$99,999)</b>                                                                                                                                     | 45% - 55% of portfolio |
| <i>45% - 55% of assigned prospects should be solicited for a gift within this range</i>                                                                                                  |                        |
| <b>Total # of Solicitations greater than \$100,000</b>                                                                                                                                   |                        |
| <i>20% of assigned prospects should be solicited for a gift within this range</i>                                                                                                        |                        |
|                                                                                                                                                                                          | 20% of portfolio       |

### Required Qualifications

- Bachelor's degree and 5 years of experience in fundraising or a related field
- Demonstrated record of cultivation and closing planned gifts
- A relevant combination of education, directly related experience and training may be substituted for a degree.

### Preferred Qualifications

- Experience specified above and prior work in gift planning in a higher education or other complex nonprofit institution.

**Knowledge, Skills, and Abilities**

- Proven ability to establish and maintain relationships with major gift prospects and to close gifts.
- 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.

**RPI's Commitment to Community and Inclusion**

Community is a core value at RPI. RPI is committed to the cultivation of a community that is welcoming, inclusive, and above all values learning. It welcomes candidates who bring a variety of perspectives to their work and campus communities.

At RPI, 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 global awareness in its students. This requires fostering and nurturing a representative variety of persons, groups, and resources to encourage their engagement. RPI maintains an inclusive and collaborative environment, which is critical to reaching its fullest potential. This is why community must be, and is, at the very core of RPI's mission and values as the nation's first technological university.

RPI strives to develop aspirational goals, strategies, actions, and initiatives that nurture and sustain an inclusive living, learning, and working environment. This is the catalyst to strengthening its efforts to become the most accessible, warm, welcoming, supportive, and inclusive community that it can be.

**Compensation**

The salary range for this position is \$112,000 to \$120,000 dependent on relevant experience.

**Boyden Contacts****Wendy Wilsker**

Managing Partner

[wwilsker@boyden.com](mailto:wwilsker@boyden.com)

M +1 781.572.5703

**Holly Wolk**

Senior Associate

[hwolk@boyden.com](mailto:hwolk@boyden.com)

M +1 585.397.0975

**About Boyden**

Established in 1946, Boyden pioneered the first organized approach to executive search. Boyden has a network of more than 350 professionals in over 75 offices in 45 countries. Worldwide, the Boyden culture is based on professionalism, integrity, high personal partner involvement, and a commitment to exceed client expectations.

---

This document contains confidential and/or legally privileged information. Any disclosure, reproduction, or distribution without the consent of Boyden is strictly prohibited.