



HOWARD
UNIVERSITY

Development Writer
Washington, DC

An Unprecedented Time for Howard University



Left to right: Vice President Kamala Harris; Chadwick Boseman; Isabel Wilkerson; Former Rep. Elijah Cummings; Taraji P. Henson

Howard University is experiencing historic and unprecedented institutional and philanthropic growth. Bolstered by an active and energetic alumni base inspired by the heightened role and significance of Howard's place among elite higher education, the University has embarked on a significant expansion of and investment in its Advancement efforts. If you are an enthusiastic communications professional looking for a chance to make a difference, now is the time to join this historic institution and become a part of something greater.

Howard University has put into action an ambitious, yet attainable, fundraising strategy that seeks to enhance the Howard experience well beyond the bounds of Washington, DC.

Are you ready to join this historic movement and bring about tangible change to Howard and beyond? Continue reading to learn more about the University, these exciting opportunities, and how you can utilize your talent in elevating Howard's mission of Truth & Service.

Highlights

- ❖ In June 2020, Howard University received a **\$40 million gift**, the largest gift from a single donor in the University's history.
- ❖ Since 2019, Howard University has received **eight of its nine largest gifts** in its 153-year history.
- ❖ Last year was the **highest alumni participation rate** in the University's history, with the number of gifts up 80% year over year
- ❖ In the first six months of 2020, Howard University secured **\$100 million in philanthropic support**, far outstripping the \$14 million raised two years ago.

Veritas et Utilitas.

Excellence in Truth and Service is Reflected in all that we do.

Since 1867, Howard has awarded more than 100,000 degrees in the professions, arts, sciences, and humanities. Howard ranks among the highest producers of the nation's Black professionals in medicine, dentistry, pharmacy, engineering, nursing, architecture, religion, law, music, social work, and education.

The University has long held a commitment to the study of disadvantaged persons in American society and throughout the world. The goal is the elimination of inequities related to race, color, social, economic, and political circumstances. As the only truly comprehensive predominantly Black University, Howard is one of the major engines of change in our society. Through its traditional and cutting-edge academic programs, the University seeks to improve the circumstances of all people in the search for peace and justice on Earth - Howard prepares men and women to advance social justice and the preservation of human liberty.

Regarded as one of the most prestigious institutions of higher learning, current enrollment approximates 11,000 undergraduate, graduate, and professional students representing 53 states and territories, and 53 nations. The University traditionally has had the largest gathering of Black scholars across the globe.

President Wayne A. I. Frederick



Dr. Wayne A. I. Frederick was appointed the seventeenth president of Howard University in 2014. He previously served as Provost and Chief Academic Officer.

Dr. Frederick received his B.S, M.D., and M.B.A. from Howard University.

Since becoming president, Dr. Frederick launched Howard's Center for Academic Excellence, a center created specifically to provide student retention support services to increase undergraduate success. He also introduced the Graduation & Retention Access for Continued Excellence (GRACE) Grant Program, which provides need-based funding to reduce financial barriers and increase on-time graduation.

Dr. Frederick is a widely recognized expert on disparities in healthcare and medical education. His medical research focuses on narrowing racial, ethnic, and gender disparities in cancer-care outcomes, especially pertaining to gastrointestinal cancers.

Dr. Frederick was named one of EBONY magazine's "Power 100," and recognized as a "Super Doctor" in The Washington Post Magazine. In 2015, he was named "Male President of the Year" by HBCU Digest.

Development Writer



Reporting to the Director, Advancement Communications, the Development Writer supports the Development and Alumni Relations' goals by creating compelling and persuasive written materials for print or electronic uses. The Development Writer works strategically with colleagues to ensure messages to the external and internal communities are consistent with Howard's standards and brand.

Key Position Functions

The **Development Writer** will:

- Serve as a resource for a wide range of written materials used for University fundraising efforts, including donor stewardship materials and reports, campaign case statements and public documents, and other materials.
- Maintain a detailed understanding of all major fundraising initiatives (such as annual and special campaigns) and constituencies (especially Howard alumni and major donors) to create informative or celebratory stories for external audiences.
- Gather information on key University initiatives to create standard written descriptions for correspondence, leave-behind materials, stewardship reports, proposals, or other documents for Development and Alumni Relations staff's use.
- Draft or edit talking points or speeches for donor-related events; serve as the primary writer of presidential or vice-presidential communications that fall under Development and Alumni Relations' purview.
- Draft communications from Development and Alumni Relations to campus constituencies (faculty, staff, or students).
- Assist in drafting or editing reports to foundation donors, further developing this information as appropriate for external communications about Howard's significant achievements and contributions.

The Candidate

Education and Experience:

- Bachelor's degree required.
- At least 5 years of relevant writing experience; experience writing for Development program highly preferred.

Knowledge, Skill, and Abilities:

- Exceptional writing, editing, and oral communications skills, with a track record of producing writing in different styles and voices.
- Ability to seek out and understand complex programs, projects, or initiatives and develop the information into compelling donor-centric materials.
- Ability to plan, prioritize and organize a diversified workload with attention to detail and an urgency to meet deadlines.
- Intellectual curiosity; ability to fact-find, interpret and compile information from various continuants, including alumni, faculty, and students.
- Familiarly with Microsoft Office Suite (Word, Excel, and PowerPoint).
- Commitment to Howard University's mission and vision.





1867

HOWARD
UNIVERSITY

Questions, résumés, and CVs should be sent
to Search@driconsulting.com

All first-round interviews for this position will take place at Development Resources, *inc.* at 1820 N. Fort Myer Drive, Suite 702, Arlington, VA 22209, (703) 294-6684, or via telephone/video conference.

DRi is an executive search and development consulting firm that recruits senior leaders and works with them to build talented teams, create bold strategic plans, and design powerful fundraising programs.

Howard University is an Equal Opportunity Employer and is seeking a diverse slate of candidates for formal consideration.



Search conducted by [Development Resources, inc.](http://www.driconsulting.com) www.driconsulting.com