



1867

HOWARD
UNIVERSITY

**Assistant Vice President,
Special Events and Protocol**

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, bolstered by an active and energetic alumni base, is experiencing historic and unprecedented institutional and philanthropic growth. With a more visible profile in elite higher education, the University has embarked on a significant expansion of and investment in its Advancement efforts. If you are an enthusiastic professional looking for a chance to make a difference, now is the time to join this historic institution and become a part of something great.

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 Excellence in Truth and Service.

Veritas et Utilitas.

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

Since 1867, Howard has awarded more than 130,000 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 dismantle systems and processes that marginalize and harm people 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 is more than 13,000 undergraduate, graduate and professional students representing 49 states and more than 100 countries. The University continues to prepare Black scholars in every field and across the globe.



Assistant Vice President, Special Events and Protocol



Principal Accountabilities

This role leads a busy, complex department overseeing multiple projects and high-profile events. Responsibilities include working with the Sr. AVP, Development Strategy and Operations as well as other senior DAR leaders to coordinate priorities and assignments, establish clear objectives and adhere to a busy calendar with pressing deadlines. To inform leadership, the role reports regularly on event metrics.

The role requires exceptional knowledge of event execution, superior attention to detail, ability to administer service contracts and the preparation of internal reports to management on event outcomes and resources allocations. Additional responsibilities include working to develop operating protocols for regularly conducted formal and informal events, fiscal administration of expenses associated with special events and accountability for adherence to strict budgeting guidelines.

The Candidate

Core Competencies:

- ❖ Proven success leading teams that manage complex events, assignments, special projects and multiple work streams;
- ❖ Proficiency managing budgets, financial data, contracts and event communications;
- ❖ Creativity and demonstrated awareness of current trends in event design and execution;
- ❖ Knowledge of formal and informal event protocols;
- ❖ Ability to navigate internal processes and structures to advance relationships with campus partners, and provide proactive communications relevant to event logistics and execution;
- ❖ Demonstrated resourcefulness and leadership that exemplifies a culture of collaboration, accountability, and excellence;
- ❖ Demonstrated best practices in vendor negotiations, special event purchasing procedures, reconciliation, contract fulfilment, and reporting;
- ❖ Ability to assess various university internal and external meeting facilities, technology and equipment facilities depending on unique event requirements;
- ❖ Familiarity fulfilling the expectations and staffing of high-profile event attendees, including Trustees, key donors, and university senior leadership;
- ❖ Ability to access and work with data (financial and other) to inform budgeting, reporting and task completion;
- ❖ Ability to work collaboratively and provide leadership to a team working in a fast-paced environment and under stress; and
- ❖ Ability to exercise independent judgment and a high degree of discretion.

Minimum Requirements:

- ❖ Bachelor's Degree required
- ❖ 7-10 years of relevant experience
- ❖ Minimum five (5) years in a supervisory event management role
- ❖ Proficiency with technology specific to event planning preferred
- ❖ Superior written and verbal communication, interpersonal skills, and relationship building acumen



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To learn more and apply, please visit:

<https://driwaterstonehc.com/position/avp-special-events-and-protocol-howard-university>

Salary Range: \$170,000 - \$190,000 annually

All first-round interviews for this position will take place via telephone/video conference with DRiWaterstone.

DRiWaterstone Human Capital 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. All applicants are expected to uphold the University's core values which includes diversity and inclusion. All staff treat people with dignity and respect by being fair and consistent. We demonstrate an open-minded approach to understanding people regardless of their race, gender, age, national origin, religion, ethnicity, disability status or other characteristics. We show respect for the beliefs and traditions of others; encourage and promote practices that support cultural diversity; and discourage behaviors or practices that may be perceived as unfair, biased, or critical toward people with certain backgrounds.

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