



1867

HOWARD
UNIVERSITY

Director of Donor Relations and Stewardship

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 Truth & 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 engineers 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 nearly 10,000 undergraduate, graduate, and professional students representing 45 states and territories, and 9 nations. The University continues to prepare Black scholars in every field and across the globe.



Director of Donor Relations and Stewardship

The Director of Donor Relations and Stewardship is a key member of the central office for the Division of Development & Alumni Relations staff and coordinates the implementation of a comprehensive program to effectively steward donors. This position plays a critical role in creating a culture of philanthropy at Howard by maintaining and enhancing the University's relationships with donors. A successful candidate will also supervise individuals who will manage the relationships with academic partners, and the full spectrum of donors, from annual fund to principal gifts. The Director will be a transparent and collaborative team member.

Principal Accountabilities

The position is responsible for developing a comprehensive individual and institutional giving stewardship/engagement plan for all giving levels. The role organizes stewardship plans for donors across giving levels and gift types. This includes, but is not limited to, creating unique and personal stewardship touchpoints, and engaging relevant stakeholders to participate in the stewardship process.

The position will create processes and tracking measures to ensure that donors are receiving attention from the appropriate University officials. The role provides written support and project management to include conceptualizing, creating, and producing reports, letters and stewardship pieces including but not limited to the Endowment Reports.

Through direct contact with major donors and prospects, the role will collect appropriate information that may have a bearing on future philanthropy; inform relevant development officers and record the information in Raisers Edge.

This position supervises stewardship professionals working with the full spectrum of donors, from annual fund to presidential prospects. This position is responsible for creating performance assessment plans for the stewardship team. This role may perform other related duties as assigned.



The Candidate

CORE COMPETENCIES:

- ❖ A proven track record of successful supervision.
- ❖ Knowledge of donor relations trends, models and practices as well as ability to forecast and be pro-active.
- ❖ Knowledge of current stewardship techniques and a willingness to innovate.
- ❖ Excellent interpersonal, verbal and written communication skills.
- ❖ Ability to clearly articulate and align Howard's mission, vision, and values to donors and donor prospects.
- ❖ Knowledge of and adherence to policies and procedures, recommending changes when necessary.
- ❖ Proven, successful track record in maintaining relationships and stewarding donors.
- ❖ Motivated to meet goals, produce results, and exceed expectations, and enthusiastic about accountability.
- ❖ Knowledge of database software (Raisers Edge NXT) and Microsoft Office (Outlook, PowerPoint, Excel, and Word).
- ❖ Knowledge of research techniques and methodologies.
- ❖ Ability to be detailed oriented, thinking analytically, and use good judgement to make accurate decisions.
- ❖ Ability to establish and maintain effective and harmonious work relations with students, faculty, staff, university officials, and the general public.
- ❖ Ability to prepare and manage a budget and resources.

MINIMUM REQUIREMENTS:

- ❖ Bachelor's degree in business/public administration, or a closely related field.
- ❖ A minimum of seven (7) years of relevant experience in building long-term fundraising relationships.
- ❖ Demonstrated, successful experience in major gift fundraising or marketing and planned giving experience highly desired.
- ❖ Experience in an academic setting preferred.



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To learn more and apply, please visit:

<https://driwaterstonehc.com/position/director-of-donor-relations-and-stewardship-howard-university>

Salary Range: \$102,500 - \$122,500 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.