



1867

HOWARD
UNIVERSITY

Associate Director
Principal Gift 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.



Associate Director, Principal Gift Stewardship

The Associate Director, Principal Gift Stewardship is a key member of the central office for the Division of Development & Alumni Relations. Developing a strong culture of donor relations and stewardship is vital to the success of Development and Alumni Relations (DAR) and ongoing efforts to secure the University's most transformative philanthropic gifts. The Associate Director, Principal Gift Stewardship leads efforts to build a Principal Donor Stewardship Program. The role provides consistent, long-term stewardship and personalized interactions with university leadership to donors capable of making seven-figure and above investments. The Associate Director will also lead the refinement of existing major gift stewardship strategies and initiatives.

Principal Accountabilities

Reporting to the Director of Donor Relations and Stewardship, the Associate Director is the internal liaison between gift officers securing DAR's largest gifts and the Office of Donor Relations. Regular contact with the Principal Gift Committee as well as frequent interactions with external wealth advisors, consultants and family foundation offices may be required. Teamwork and collaboration both within DAR and with campus partners are essential.

The position is responsible for defining, coordinating, and executing a Principal Gifts Stewardship Program, including the implementation of new stewardship standards, practices, and procedures. The focus of the program is to provide comprehensive, high impact experiences and reports to significant donors, proactively monitor and manage their stewardship needs, and maintain complete records of each donor's involvement and ongoing activity. Stewardship projects may be complex and include multiple deliverables, including written communications, videos, or personalized interactions with university leadership, faculty and staff.

On a regular and on-going basis, the Associate Director confers with team members to strategize stewardship opportunities and with the Principal Gifts Committee to advance the planning of new gift opportunities for principal donors.

The Associate Director is expected to work with colleagues to customize acknowledgment letters and other stewardship correspondence, monitor reporting requirements and source information from campus partners needed to ensure that the University fulfils its fiduciary responsibility to award and utilize donated funds in accordance with donor expectations and university policy. As required, the role will ensure that discrepancies are escalated and resolved. Additional oversight may include ensuring the accuracy of gift documentation in DAR's database.

The Candidate

CORE COMPETENCIES:

- ❖ Proven success managing a portfolio of high-level donors and implementing personalized stewardship plans.
- ❖ Demonstrated ability to craft creative and high-quality, inspiring correspondence for donors.
- ❖ Ability to coordinate interactions with faculty and other campus partners to cultivate, honor, thank and motivate donors.
- ❖ Proficiency in research, interpreting, and analyzing financial data to inform reporting on named funds, and other engagement activities.
- ❖ Ability to implement systems and follow-up processes in a highly organized manner.
- ❖ Strong attention to detail and ability to synthesize complex gift agreements.
- ❖ Ability to navigate internal processes and structures to problem-solve and contribute to a culture of collaboration, accountability, and excellence.
- ❖ Ability to work collaboratively and independently with purpose and accuracy in a fast-paced environment.
- ❖ Ability to exercise independent judgment and a high degree of discretion.

MINIMUM REQUIREMENTS:

- ❖ Bachelor's degree in a related field and (5) years of donor relations experience preferred.
- ❖ Proficiency in Microsoft Word, Excel and PowerPoint.
- ❖ Database management experience; familiarity with Raiser's Edge preferred.
- ❖ Excellent communication and interpersonal skills.



Associate Director, Principal Gift Stewardship

Washington, DC



To learn more and apply, please visit:
<https://driwaterstonehc.com/position/assistant-director-principal-gift-stewarship-howard-university>

Salary Range: \$85,000 - \$95,000 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.