



1867

HOWARD
UNIVERSITY

Director of Prospect Development

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 Prospect Development



Principal Accountabilities

This position is charged with establishing and refining new prospect research and portfolio management programs within Development Operations. The role leads university efforts to provide staff with support for effective prospect management and manages a team responsible for lead generation, prospect identification and research, portfolio assignment, maintenance, and activity tracking. The Director oversees additional special projects, including developing a university-specific prospect rating system.

In support of senior leadership, the Director will prepare and present regular reports on the status of the prospect pipeline, providing detailed analysis, highlighting trends, illuminating opportunities, and flagging challenges to inform strategic decisions. Core responsibilities include updates to policies and procedures for the prospect research program that comply with data privacy requirements and developing a calendar and cadence for effectively managing gift officer portfolios.

The Candidate

CORE COMPETENCIES:

- ❖ Proven success developing new areas of activity and launching special projects.
- ❖ Demonstrated experience building and managing teams.
- ❖ Strong attention to detail.
- ❖ Familiarity with emerging trends in philanthropy, prospect research, and donor relations.
- ❖ Knowledge of industry resources and ability to recommend and direct the purchase, use, and adoption of tools, subscriptions, or other outside resources.
- ❖ Commitment to maintaining the professional and ethical standards set forth for the field by the Association of Researchers for Advancement (APRA).
- ❖ Ability to develop, oversee and sustain standard operating procedures for prospect research and portfolio management functions.
- ❖ Ability to navigate internal processes and structures to advance relationships with campus partners.
- ❖ Ability to provide leadership, problem-solve, and contribute to a team of development professionals, fostering a culture of collaboration, accountability, and excellence.
- ❖ Ability to leverage technology to enhance fundraising efforts and use data to inform performance metrics.
- ❖ Ability to exercise independent judgment and a high degree of discretion working with donors.

MINIMUM REQUIREMENTS:

- ❖ Bachelor's degree preferred.
- ❖ Minimum five (5) years of relevant experience in fundraising, development operations and systems.
- ❖ Excellent software proficiency and familiarity with fundraising software, knowledge of Raiser's Edge highly preferred.
- ❖ Superior communication and interpersonal skills.



Director of Prospect Development

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To learn more and apply, please visit:

<https://driwaterstonehc.com/position/director-of-prospect-development-howard-university>

Salary Range: \$115,000 - \$125,000 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.