HOWARD
UNIVERSITY
1867

Prospect Research Analyst
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 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.

Prospect Research Analyst

JOB PURPOSE

Developing a robust culture of prospect research and portfolio management is vital to the University's fundraising and to Development and Alumni Relations (DAR) efforts to build sustainable and broad-based annual, leadership, major, principal, and planned gift programs, as well as corporate and foundation relations prospect pipelines in support of annual and long-term fundraising targets.

The position embodies a customer-service orientation to lead generation, potential prospect identification, research, and qualification and provides—both proactively and in response to requests from colleagues—confidential and thoroughly researched profiles, reports, and briefings tailored to the needs of a variety of audiences.

NATURE AND SCOPE

Reporting to the Director of Prospect Development, the Prospect Research Analyst provides analysis and actionable support to gift officers and portfolio managers to inform prospect strategies and list segmentation. This position also works closely with the Advancement Services team and participates in regular prospect strategy meetings, ensuring quick and accurate updates of portfolios and donor records.

In collaboration with partners across campus, additional prospect names and introductions will be captured and centralized in DAR's database. Teamwork and collaboration across campus and within DAR are essential.

The Role

Principal Accountabilities

This role identifies, tracks, segments, and analyzes donor records and key relationships between the existing Howard community and prospective new sources of support to meet annual and long-term University fundraising objectives. The role ensures prospect data is collected and input into Raiser's Edge, requiring systematized efforts to review local and national news, business publications, economic trends, and business developments to keep abreast of prospect information and to provide relevant updates to gift officers on assigned prospects.

Core responsibilities include the timely creation of prospect briefings and reports using research and screening tools. The position is expected to leverage analytics informed by predictive modelling, wealth screening, data mining and benchmarking to inform portfolio audit/balancing efforts and maintain a system of assigning prospects to gift officer portfolios. The Prospect Research Analyst must keep current on research and fundraising trends through regular contact with industry resources as well as vendors.

The Candidate

CORE COMPETENCIES:

❖ Demonstrate sound project management skills;

❖ Strong attention to detail and ability to analyze substantial amounts of data;

❖ Optimizes the use of data and analytics to identify and qualify a pool of prospects for the fundraiser pool;

❖ Ability to embody a customer service approach while providing support to multiple team members;

❖ Ability to prepare tailored profile reports as needed/requested by gift officers and DAR leadership;

❖ Knowledge of research software (i.e., Donor Search, WealthEngine, iWave, etc). and other tools;

❖ Demonstrated proficiency in query and report building in a development CRM (Customer Relationship Management) (i.e. Raiser's Edge, Salesforce or similar)

❖ Commitment to maintaining the professional and ethical standards set forth for the field by the Association of Researchers for Advancement (APRA);

❖ Ability to navigate internal processes and structures to problem-solve and contribute to a culture of collaboration, accountability, and excellence;

❖ Ability to and adhere to standard operating procedures for data process functions;

❖ Ability to work collaboratively and independently with purpose and accuracy in a fast-paced environment; and

❖ Ability to exercise independent judgment and a high degree of discretion.

MINIMUM REQUIREMENTS:

❖ Associate's or Bachelor's degree or (3) years of experience in a prospect research position

❖ Proficiency in Microsoft Office Suite and database management experience; familiarity with Raiser's Edge preferred

❖ Excellent communication and interpersonal skills

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To learn more and apply, please visit:
https://driwaterstonehc.com/position/prospect-research-analyst-howard-university

Salary Range: $65,000 - $75,000 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.

DRi Waterstone
HUMAN CAPITAL