



1867

HOWARD
UNIVERSITY

Director of Planned Giving
Donor and Alumni Relations
Washington, DC (Hybrid Position)

DRi Waterstone
HUMAN CAPITAL

DRiWaterstone Human Capital
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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 is experiencing historic and unprecedented institutional and philanthropic growth. Bolstered by an active and energetic alumni base inspired by the heightened role and significance of Howard's place among elite higher education institutions, the University has embarked on a significant expansion of and investment in its Advancement efforts. If you are an enthusiastic fundraising 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.





THE OPPORTUNITY

Reporting to the Executive Director of Family Philanthropy, the **Director of Planned Giving** provides leadership for major and planned giving under the auspices of the Department of Donor and Alumni Relations. The Director will build relationships with donors, alumni, and families to secure meaningful outright and deferred gifts, increasing Howard's fundraising capacity.

Building on the recent increase in interest in and gifts to Howard, the Director will assist in the development and execution of a proactive plan for identification, cultivation, solicitation, and stewardship by holding face-to-face meetings with prospective donors, managing a portfolio of 70-75 individuals. The Director will grow Howard's Legacy Giving Society, primarily focusing on alumni and friends of the University interested in joining the Legacy Giving Society by including Howard in their estate plans. The Director of Development will:

- ❖ Design and execute planned giving strategies to cultivate and solicit major and planned gifts, including outright and life income gifts, supported by customized donor proposals.
- ❖ Manage a portfolio of approximately 70 – 75 prospects, primarily consisting of planned giving donors with some major gift donors.
- ❖ Conduct at least 100 face-to-face meetings annually to qualify, cultivate, solicit, and steward donors—on and off campus, with regular travel as needed.
- ❖ Lead and expand the Legacy Giving Society, recognizing individuals who include Howard in their estate plans; ensuring ongoing stewardship and meaningful recognition of members.
- ❖ Serve as a planned giving advisor to the frontline fundraising team, enhancing their ability to integrate planned giving strategies into donor conversations and proposals.
- ❖ Maintain and update the planned giving website to ensure accuracy and accessibility.
- ❖ Support communications efforts and ensure donor record accuracy through Raiser's Edge.
- ❖ Develop and implement strategies to activate planned giving opportunities at signature university events.
- ❖ Manage multiple priorities and complex projects from inception to completion in a fast-paced environment.
- ❖ Collaborate with campus leaders (e.g., Deans, VPs, Department Chairs, faculty, coaches) to support donor engagement and solicitation efforts as appropriate.



THE CANDIDATE

The ideal candidate must be well-versed in outright and deferred gifts and will demonstrate an understanding of planned giving strategies. They will also exhibit a collaborative mindset and a willingness to learn. This candidate will be willing to travel regularly and work occasional weekend events.

This individual will serve as a key strategic partner to leadership, including the Executive Director, Family Philanthropy, offering both strategic and tactical insights. They are adept at conceptualizing, implementing, and directing engagement initiatives that directly support fundraising priorities.

Education and Experience

- ❖ Bachelor's degree required.
- ❖ 5 to 7 years of planned giving experience.
- ❖ Experience with higher education preferred.

Knowledge, Skills, and Abilities

- ❖ Demonstrated experience in managing relationships with high-level prospects to secure major and planned gifts.
- ❖ Mastery of the fundamentals of planned giving fundraising.
- ❖ Creative thinking and strategizing for continued program development and innovation.
- ❖ Familiarity with current tax law and legislation affecting charitable giving.
- ❖ Superior written and verbal communication, interpersonal, and relationship-building skills.
- ❖ Creative problem-solving skills and the ability to initiate and collaborate with partners at all levels.
- ❖ Experience utilizing fundraising database programs (experience with Raiser's Edge highly preferred).
- ❖ Commitment to the mission of Howard University.



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Application Link:

<https://driwaterstonehc.com/position/planned-giving-howard/>

Salary Range: \$120,000 - \$140,000

Location: Washington, DC (Hybrid Position – 3 days in office, 2 days remote work)

Travel Requirement: National travel; average of 8-10 visits per month.

Equal Opportunity Employment Statement:

Howard University is an Equal Opportunity Employer. All applicants are expected to uphold the University's core values, which include 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.

About DRiWaterstone:

DRiWaterstone is a boutique executive search firm recognized by Forbes magazine as one of the leading executive recruiting firms in the U.S. With a focus on purpose and mission-driven organizations, we provide executive search and strategic consulting services to help regional, national, and international clients grow, thrive, and excel.