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HOWARD
UNIVERSITY

Major Gift Officer, School of Law

Development and Alumni Relations

Washington, DC (Hybrid Position)

DRi Waterstone
HUMAN CAPITAL

DRiWaterstone Human Capital
1550 Wilson Blvd., Ste. 700 PMB370, Arlington, VA 22209
703-294-6684 / www.driwaterstonehc.com

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

Philanthropic support from individuals is vital to Howard University and to the mission of Development and Alumni Relations (DAR). Reporting to the Senior Director of Development, the **Major Gift Officer for Howard University School of Law (HUSL)** will expand the School's individual donor base by securing restricted and unrestricted gifts and grants from prospects with the capacity and inclination to give \$25,000 or more annually.

The Major Gift Officer serves as primary relationship manager for a personal portfolio of alumni, friends of the University, and business representatives, engaging them through frequent, values-driven, and customized communications. The role meets a monthly meeting requirement, conducts prospect research, keeps accurate records of all interactions and fundraising activity, and prepares proposals, solicitation letters, gift agreements, and other development materials. The Major Gift Officer also helps design funding opportunities that showcase Howard's unique value proposition.

The role depends on close collaboration across DAR, the School of Law, and the broader University, including partnering with the Planned Giving team as needed. As a key strategic partner on the Individual Giving team, the Major Gift Officer is accountable for meeting annual fundraising targets and for executing a comprehensive plan to grow and scale major gifts, with clear short- and long-term objectives, strategies, financial targets, and KPIs. Central to this work is building the major gifts pipeline and increasing visibility into it.



THE CANDIDATE

CORE COMPETENCIES:

- ❖ Proven success planning and executing solicitation strategies and meeting financial targets;
- ❖ Familiarity with moves management;
- ❖ Willingness to seek and participate in opportunities to raise the profile of the School of Law;
- ❖ Willingness to conduct a minimum number of prospect qualification visits per month;
- ❖ Ability to navigate internal processes and structures to problem-solve and contribute to a culture of collaboration, accountability, and excellence;
- ❖ Ability to leverage technology to enhance fundraising and use data to inform decision-making;
- ❖ 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:

- ❖ Bachelor's degree.
- ❖ Three (3) years of related experience, with at least one in a fundraising environment.
- ❖ Excellent computer skills (Microsoft Office Word, Access, PowerPoint, and Excel) and database management skills; familiarity with Raiser's Edge preferred.
- ❖ Valid driver's license and ability to travel.
- ❖ Excellent written and verbal communication and interpersonal skills.



Application Link:

<https://driwaterstonehc.com/position/mgo-school-of-law-hu/>

Salary Range: \$90,000 - \$100,000

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.