



**HOWARD**  
**UNIVERSITY**

**Corporate Relations  
Officer**  
**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.

## Highlights

- ❖ In June 2020, Howard University received a **\$40 million gift**, the largest gift from a single donor in the University's history.
- ❖ Since 2019, Howard University has received **eight of its nine largest gifts** in its 153-year history.
- ❖ In March 2022, Howard announced the construction of **a new STEM complex, a new Health Sciences Complex, and a Center for Arts and Communications**, all slated for a 2026 completion date.

# 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 engines 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.



## Corporate Relations Officer



Under the supervision of the Assistant Vice President for Institutional Giving and in collaboration with the Director of Stewardship & Donor Relations, the Corporate and Foundation Relations Officer is a key member of the central office for the Division of Development & Alumni Relations (DAR) staff. This position will work collaboratively to provide effective stewardship to foundations and corporate donors. This position will work with the Advancement Services and Institutional Giving teams to report on the use of gifts. This position is tasked with maintaining and enhancing relationships over time, to ensure corporate and foundation engagement and expanded support through comprehensive communication of the impact of their gifts.

## Principal Accountabilities

The **Corporate Relations Officer** will:

- Create, manage, and continually improve stewardship programming that relay impact and educate corporate donors, while instilling donor confidence in Howard University. This includes, but is not limited to, timely and accurate reporting and ensuring that deliverables are met to sustain a successful partnership. Stewardship programming should enhance the experience of donors.
- Monitor fund utilization and compliance with donor intent and develop partnerships across campus. This will require partnerships with academic programs, the office of the treasurer, and office of the chief investments officer, to create reports and meaningful engagement opportunities for donors.
- Coordinate with the Assistant Vice President of Institutional Giving on creating specific strategies for working with foundations and corporations. Regularly, brainstorm innovative and cost-effective stewardship communications and experiences.
- Work closely with the Institutional Giving team to implement appropriate recognition opportunities for corporate and foundation supporters.

# The Candidate

## Minimum Requirements:

- Bachelor's Degree in Business/Public Administration, or a closely related field.
- A minimum of five (5) years of relevant experience in building long-term fundraising relationships.
- Demonstrated, successful experience in corporate and foundation fundraising or marketing experience highly desired.
- Experience in an academic setting preferred.

## Core Competencies:

- Knowledge of trends, models, and practices as well as ability to forecast and be pro-active.
- Experience with stewardship techniques.
- Excellent interpersonal, verbal, and written communication skills.
- Ability to clearly articulate and align Howard's mission, vision, and values to donors and donor prospects.
- Knowledge of, and adherence to, policies and procedures, recommending changes when necessary.
- Proven, successful track record in maintaining relationships and stewarding donors.
- Motivated to meet goals, produce results, and exceed expectations, and enthusiastic about accountability.
- Knowledge of fundraising database software (Raisers Edge NXT) and Microsoft Office (Outlook, PowerPoint, Excel, and Word).
- Knowledge of research techniques and methodologies.
- Ability to be detailed oriented, think analytically, and use good judgement to make accurate decisions.
- Ability to establish and maintain effective and harmonious working relations with students, faculty, staff, university officials, and the public.
- Ability to prepare and manage a budget and resources.
- Commitment to the mission and vision of Howard University.

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To learn more and apply, please visit:  
<https://waterstonehc.com/driwaterstonehc/position/Howard-Corp-Rel-Officer>

DRi/Waterstone 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 and is seeking a diverse slate of candidates for formal consideration.

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