

HOWARD UNIVERSITY
Position Description

POSITION TITLE:	Director of Development	SALARY GRADE:	HU-15
DATE REVISED:	December 1, 2014	EEO CODE:	01
JOB CODE:	8207	FLSA STATUS:	Exempt
BARGAINING UNIT:	N/A		

Perform other related duties as assigned.

CORE COMPETENCIES:

Knowledgeable of trends, models and practices in Capital Campaign activities as well as the ability to forecast and be pro-active.

Knowledge of and adherence to policies and procedures, recommending changes when necessary.

Knowledge of personal computer with accompanying user-friendly work processing, database, presentation and database software.

Knowledge of research techniques and methodologies.

Excellent organizational, management and fundraising skills.

Excellent oral and writing communications skill with ability to make public speaking presentations that are persuasive, convincing and succinct.

Ability to conceptualize, plan and execute a program for major gift solicitations from alumni of the school and to manage diverse and complex projects.

Ability to be detail oriented, think analytically, and use good judgment to make accurate decisions.

Ability to be responsive to change, to develop alternatives, options, and solutions to problems.

Ability to exercise leadership skill, delegate tasks and promote, manage and provide staff training and development.

Ability to establish and maintain effective and harmonious work relations with students, faculty, staff, university officials and the general public.

Ability to prepare and manage a budget and resources.

Ability to establish priorities and deadlines while delivery quality customer service.

MINIMUM REQUIREMENTS:

Bachelor's degree in Business Administration, Management, Public Administration or closely related field and minimum of 10-12 years experience. 15 years of related work experience may be substituted in lieu of educational qualifications.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related

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duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

SIGNATURES REQUIRED:

SIGNED BY: _____
Department Manager/Supervisor

DATE: _____

CERTIFIED BY: _____
Department of Compensation and Performance Management

DATE: _____