



Smithsonian Institution

Advancement Assistant Hirshhorn Museum and Sculpture Garden

Come join a team of dedicated staff at an exceptional time in Smithsonian history, as the Institution implements a new comprehensive strategic plan and expands the programming, educational, and scholarly activity of its museums and research centers.

Following a successful national campaign, the Smithsonian has built a model fundraising organization, one that will meet the growing needs of this unique organization and offer excellent professional opportunities. This position offers exciting opportunities for the successful candidate to make a significant impact on the future of the Smithsonian.

The Advancement Assistant works in the Hirshhorn Museum and Sculpture Garden of the Smithsonian Institution and provides technical and administrative support. This position will assist with a full range of administrative and advancement functions including calendar management, meeting coordination and support, travel preparation, processing procurement requests, creating spreadsheets, templates, documents and tools, and general administrative support. *This position is a temporary position, funded for one year.*

Duties include:

- Coordinates donor communications including invitations, solicitation packages, and gift acknowledgements.
- Prepares invitation lists, records RSVPs, and prepares event follow-up; assists with administrative tasks for development events as necessary.
- Prepares fundraising analyses, acknowledgement correspondence, PPT presentations, donor research and other needed documentation and reports
- Prepares stewardship reports, proposals, lists and other departmental projects on an as-needed basis
- Maintains a comprehensive and detailed knowledge of the Smithsonian's infrastructure, policies, and procedures
- Books travel for development team and handles department supply and gift orders
- Point person for general development inquiries by email and phone

Minimum Qualifications:

- Bachelors' degree is required
- One or more years of relevant experience in fundraising and/or finance

- Working knowledge of Microsoft Office and Excel
- Working knowledge of fundraising database management
- Excellent oral and written communication skills
- Strong organizational skills and the ability to manage multiple priorities simultaneously

Qualified candidates will successfully demonstrate strong communications skills, an ability to successfully manage multiple deadlines in a fast-paced office setting, superior organization skills, and a thirst for learning. Experience in a large, complex non-profit organization preferred.

The Hirshhorn Museum and Sculpture Garden is a leading voice for contemporary art and culture and provides a national platform for the art and artists of our time. We seek to share the transformative power of modern and contemporary art with audiences at all levels of awareness and understanding by creating meaningful, personal experiences in which art, artists, audiences and ideas converge. We enhance public understanding and appreciation of contemporary art through acquisition, exhibitions, education and public programs, conservation, and research.

The Smithsonian Institution is a unique complex of 19 museums and galleries, the National Zoological Park, and nine research centers. The Smithsonian is a national and world treasure and is dedicated to its founding mission, “the increase and diffusion of knowledge.” Its exhibitions, programs, collections, and outreach touch the lives of millions of Americans every year, as well as many who visit us from abroad.

The Smithsonian Institution offers a competitive salary and a comprehensive package of benefits. This is not a Federal Position, but has similar requirements and benefits. Interested candidates should submit their resumes and a cover letter to oastaffing@si.edu by December 12, 2018.

The Smithsonian Institution is an equal opportunity, affirmative action employer. Candidates of all backgrounds are encouraged to apply.