



Smithsonian Institution

Advancement Assistant Smithsonian Science and Education Center

Come join a team of dedicated staff at an exceptional time in Smithsonian history. With our new Secretary, Lonnie G. Bunch III, who was previously the founding director of the Smithsonian's National Museum of African American History and Culture, we are positioned to realize our goal of being a truly 21st century museum complex.

With dynamic leadership throughout the Institution, we are focused on broadening our reach by engaging new audiences who haven't always been represented in museums and creating a more robust virtual Smithsonian that complements and amplifies our collections, our expertise, our exhibitions in ways unimaginable just a few years ago. Through this digital strategy we plan to touch every home and every school in America. Marrying the possibilities of digital access with the strong educational and programming offerings housed in our museums and research centers, we will provide equal and effective educational access to all primary and secondary school children.

The Smithsonian Science and Education Center (SSEC) seeks qualified candidates to fill an Advancement Assistant position. This position will report to the Division Director of Advancement & Partnerships and works closely with other members of the division to handle list management, prospecting, and assist with development-related special events. The incumbent will provide back up for the gift processing function as well as other technical and administrative duties for the division.

Duties include:

- Developing and managing invitation and mailing lists for a wide variety of SSEC events and programs
- Researching and prospecting individuals, corporations, foundations, and organizations for possible funding of SSEC programs
- Ability to run reports and provide accurate information
- Liaising with other SSEC divisions to develop and continually expand invitation and mailing lists, as well as keep data current
- Entry of reports, actions and other updates to the pan-institutional development database
- Assisting with the paperwork, logistics and execution of development-related special events

- Providing back-up support to the gift processing function to ensure new gifts/payments/pledges are properly recorded by SSEC and the central Office of Advancement
- Assists with other administrative and technical functions for the department
- Maintains a comprehensive knowledge of the Smithsonian's infrastructure, policies and procedures

Minimum Qualifications:

- Bachelors' degree is required
- One or more years of relevant experience in fundraising
- Knowledge of working with databases and reports
- Proficient in the use of Microsoft Word, Excel, and PowerPoint
- Excellent oral and written communication skills
- Strong organizational skills and the ability to manage multiple priorities simultaneously

The Smithsonian Science Education Center's (SSEC) mission is to transform K-12 education through science in collaboration with communities across the globe. The SSEC collects and disseminates information about exemplary teaching resources, develops and disseminates curriculum materials, and sponsors outreach activities, specifically in the areas of leadership, professional development and technical assistance, to help school districts develop and sustain transformational science programs.

The Smithsonian Institution is the world's largest museum, education and research complex, comprised of 19 museums and galleries, nine research centers, 21 libraries, the National Zoological Park and more than 200 affiliate museum partners. The Smithsonian is dedicated to its founding mission, "the increase and diffusion of knowledge" and as such we use our resources to encourage curiosity, ignite wonder and spark the joy of learning.

The Smithsonian offers a competitive salary and a comprehensive benefits package. To learn more about us, visit www.si.edu. This is not a Federal Position, but has similar requirements and benefits. Interested candidates should submit their resumes and cover letter to oastaffing@si.edu by January 5, 2020.

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