Advancement Specialist
Smithsonian Institution Traveling Exhibition Service

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 Smithsonian Institution Traveling Exhibition Service (SITES) provides a public service to educational, scientific, cultural, and on occasion, commercial institutions by creating, organizing and administering exhibitions for tour and offering related technical services. Its mission is to serve as the Institution’s ambassador and emissary through traveling exhibitions that bring knowledge, discovery, and experiences to people across America and beyond. SITES’ presence changes lives, institutions and communities.

The Advancement Specialist is responsible for:

- With the Assistant Director for Advancement, formulating, developing and implementing fundraising plans and strategies for corporate sponsorship, foundation grants, government agencies, and individual donors.
- Assisting with the writing and submission of grant proposals, establishing priorities, timetables and measures of success.
- Assisting with the preparation of fundraising proposals for specific exhibitions, programs and projects, including writing, editing and finalizing submissions.
- Identifying appropriate prospects for SITES traveling exhibitions, projects and educational programs.
- Ensuring files, databases and other relevant contact information systems are up-to-date and accurate for monthly reporting to Smithsonian’s Office of Advancement and Office of Sponsored Projects; serves as primary liaison to each division.
- Stewarding corporate, foundation, and individual donors, including preparing acknowledgements, recognizing donors as appropriate, preparing narrative and financial stewardship reports, and conducting follow-up cultivation to increase future giving.
- Conducting corporate and foundation prospect research and management, assisting with prospect identification, cultivating strategies and donor pipeline development.
Successful candidates for the Advancement Specialist position will have:

- Experience of major gift fundraising in a major art, educational, and/or non-governmental organization.
- Experience with and deep understanding of corporate philanthropy and sponsorship, including ability to create proposals that are compelling and appropriate for each audience. Experience working with prominent national corporate donors; writing proposals, prospect research, donor relations and stewardship.
- Experience working with individual and foundation donors; writing proposals, prospect research, donor relations and stewardship.
- Strong communication skills, both oral and written, to develop proposals and make major presentations to outside organizations.
- The ability to take initiative and ownership of projects and work with minimal direction and supervision is critical.
- Strong analytical skills.
- Skill negotiating gift terms (i.e. Letters of Agreement, Memos of Understanding, and contracts when appropriate).

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 August 14, 2019.

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