Advancement Associate  
Smithsonian Arts + Industries Building

The Smithsonian’s Arts + Industries Building (AIB)—the oldest and newest Smithsonian museum—seeks an Advancement Associate to help make big and impossible projects come to life during a hugely transformative chapter in the Institution’s history. If you are dynamic and results-driven, energized by groundbreaking ideas, and entrepreneurial in spirit, we’d love to meet you.

This position will play a crucial role in the renewal and reopening of one of the most important Smithsonian spaces on the National Mall. An architectural icon, AIB opened in 1881 as the country’s first National Museum and as a center for innovation and discovery, showcasing ideas and inventions about to change the world. It incubated almost every other Smithsonian museum before closing to the public in 2004.

Now, nearly two decades later, AIB is embarking on its next big chapter. Our team, founded by Director Rachel Goslins in 2015, will reenergize AIB as a destination for the Smithsonian to explore big questions about the future—experimental, interdisciplinary, and flexible. Bolstered by the Smithsonian’s commitment to civic good and fundamental optimism, we have the unique opportunity to create a new paradigm for future thinking, on the National Mall of the United States.

Over the next few years, we’ll be staging a series of future-focused landmark events and exhibitions that will set the stage for AIB’s long-term vision, while also preparing for the more significant renovation that will allow it to fully reopen to the public.

The Advancement Associate is a key member of AIB’s tight-knit team. Serving under the Director of Advancement, the Advancement Associate will provide crucial support for the ambitious advancement initiative to fund AIB’s short and long-term programming. As a founding member of the AIB advancement team, this position affords a unique opportunity to actively participate in the expansion and launch of a coordinated fundraising effort at a world-class institution.

Working closely with the Director of Advancement, the Advancement Associate will assist in the growth and execution of a fundraising strategy for AIB, conduct donor research, prepare materials for high level donor meetings, coordinate meetings with donors and prospects, and provide direct administrative support to the Director of Advancement. The Advancement Associate will also assist with overall administrative support activities for the AIB leadership team such as booking conference rooms, assisting with travel arrangements, and supporting the basic administrative infrastructure of the team.

Qualified candidates will successfully demonstrate sophisticated communications skills and the ability to work efficiently and thoughtfully with numerous stakeholders, exceptional discretion and organization, an ability to successfully manage multiple deadlines, resourcefulness, and a thirst
for learning. Experience in a large, complex non-profit organization and/or experience working with high-level donors is preferred.

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 was founded in 1846. Just a few decades later, the Smithsonian began construction on the first National Museum of the United States, and the Arts and Industries Building opened its doors in 1881. The opening of AIB (then called the National Museum) marked a revolutionary shift in the idea of what the Smithsonian could be. Before this, the “Smithsonian Institution” was a small group of researchers and laboratories. AIB offered a radical new philosophy for a public-facing institution: a physical space to spark discovery, showcase invention, and amplify wonder. Much more than a museum, it was a powerful indicator that nation was looking forward, thinking as much about tomorrow as the past. Millions could experience first-hand the ideas that were about to change the world—the electric light bulb, steam locomotive, and Alexander Graham Bell’s telephone. For more than 125 years, AIB was the origin and incubator for almost every major Smithsonian collection before they went on to become their own museums, debuting everything from dinosaurs to rocket ships.

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. To learn more about the Smithsonian, please visit www.si.edu. Interested candidates should submit their resumes and a cover letter to oastaffing@si.edu by August 15, 2019.

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