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. 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.

Following the success of the Smithsonian’s first comprehensive capital campaign, the largest ever undertaken by a cultural organization, the Smithsonian has built a model fundraising organization. As we continue to build on our success, the Smithsonian’s Asian Pacific American Center seeks to hire an accomplished Gifts Officer with proven fundraising experience to build and manage a portfolio of prospects and donors to execute a fundraising program focused on high capacity giving. The Gifts Officer will secure contributions from individuals, foundations, corporations, and other organizations by discovering and cultivating a productive relationship with prospective donors; presenting opportunities for giving through solicitation efforts; establishing and maintaining effective working relationships with individual donors and prospects; helping to steward board members and their networks; and helping to craft and implement a multi-year fundraising plan. The Gifts Officer supervises one administrative support staff.

The position reports to the Director of Major Gifts and Discovery at the Office of Advancement. This reporting structure provides an awareness of the Center’s priorities and goals across the Institution’s broader advancement community. The incumbent works closely with the Office of Advancement to coordinate with colleagues as appropriate on matters relating to proposals, gift agreements, budgets and reporting, and other policy and process areas.

A minimum of four years of fundraising experience preferably in complex higher education or a large cultural or environmental organization is necessary. A proven success in securing significant contributions through creative discovery and cultivation of productive relationships with prospective donors should be demonstrated in your application. Strong organizational, relationship, collaboration and communication skills as well as the ability to work independently
are essential. The successful candidate will have a passion for learning and exploration, and the desire to join a dynamic and growing operation. Experience working with Asian Pacific American donors or organizations and/or a familiarity with topics and issues related to Asian Pacific Americans is preferred but not required. Travel is required and work during the evenings and weekends may be necessary.

Established in 1997, the Smithsonian Asian Pacific American Center is a national resource for discovering the consequence and complexity of the Asian Pacific American experience through collaboration, exhibitions, programs, and digital experiences. Its vision is to enrich the American Story through the voices of Asian Pacific Americans. The Center accomplishes this mission and vision through its own innovative national programming and digital engagement in addition to working with units across the Smithsonian.

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. 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 May 3, 2020. Please include the position title in your e-mail subject line. Resumes should include a description of your paid and non-paid work experience that is related to this job; starting and ending dates of job (Month and year); and average number of hours worked per week.

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