



Smithsonian Institution

Major Gifts Officer Smithsonian Asian Pacific American Center

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's Asian Pacific American Center (APAC) seeks to hire an accomplished Major Gifts Officer (MGO) 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 MGO works closely with the Director of APAC to ensure that annual fundraising goals are met.

Reporting to the Director of APAC, the Major Gifts Officer will secure contributions from individuals, foundations, corporations, and other organizations by discovering and cultivating a productive relationship with prospective donors; present opportunities for giving through solicitation efforts; establish and maintain effective working relationships with individual donors and prospects, and foundation officers; help steward board members and their networks; and help craft and implement a multi-year fundraising plan. The MGO supervises an Advancement Assistant. The MGO will maintain a strong working relationship with Smithsonian's central administration, working 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.

Required Qualifications and Experience

- At least four years of specialized experience in major gift fundraising, preferably within a major, arts-related institution, non-profit organization, educational institution, or other environment of similar complexity.
- Demonstrated ability to raise funds, to be a strategic, creative thinker, and to complete projects in an efficient fashion.
- Experience working with Asian American donors or organizations and/or a familiarity with topics and issues related to Asian Pacific Americans is strongly preferred but not required.

Established in 1997, the Smithsonian Asian Pacific American Center (APAC) 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 March 10, 2019.

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