



Smithsonian Institution

Associate Director, Regional Council Program Office of Advancement

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 Regional Council Associate Director serves as the manager for the Smithsonian's Regional Council program. As part of its first pan-institutional campaign, which concluded December 31, 2017, the Smithsonian recruited members to participate in regional committees. Members shaped the Smithsonian's regional campaign outreach and introduced advancement staff and leadership to new people in their communities. These committees, now formalized into Regional Councils, continue to strengthen the Smithsonian's presence regionally, connect volunteers more effectively nationally, and inspire increased support for the institution in regions.

The Regional Council Associate Director is a member of the Office of Volunteer Engagement, Events and Programming and oversees the planning and execution of all activities associated with the Regional Council program. The Associate Director is the primary Council liaison, leading efforts to engage members, managing the preparation of plans, agendas, programs and meetings, and coordinating with departments across the institution. The incumbent reports to the Director of Volunteer Engagement and Programming and works closely with the Director of Major Gifts and Discovery, several Regional Gifts officers and museum and center advancement staff in planning and strategizing programming for the Councils.

MAJOR DUTIES

- Under the direction of the Director of Volunteer Engagement and Programming, develops a multi-year plan of strategic engagement for the Smithsonian's Regional Councils aimed at building community and serving the larger fundraising goals of the Institution. There are currently 10 Regional Councils across the country. Members are leaders in their communities; many serve on Smithsonian advisory boards.
- Serves as the Institution's primary liaison with Regional Councils, building relationships with regional council members and regularly traveling to regional council meetings and events across the country.

- Develops, recommends, plans and executes all Regional Council programs, conference calls, meetings and meeting follow-up. Partners with the Volunteer Engagement, Events and Programming team and SI museums and centers to arrange for speakers, catering, transportation and lodging in connection with Regional Council meetings.
- Works with each Regional Council leader to develop and track progress of Council goals.
- Tracks Regional Council membership terms and giving; works with Regional Council members, leaders and regional gifts officers on identifying and recruiting new council members.
- Establishes and maintains collaborative working relationships with the Office of Major Gifts and Discovery and a wide variety of colleagues across the Institution upon whose cooperation the success of the Regional Council program depends. Coordinates participation of senior Smithsonian management in Regional Council activities.
- Maintains master council rosters via Panda data maintenance; vets communications materials with regional council lists for accuracy (i.e. giving website, city brochures, event programs)

Regional Council Annual Summit

- Develops, recommends, plans and executes an annual Regional Council summit, working with senior Smithsonian leadership and the Regional Council Executive Committee to develop and execute a program aimed at educating all Regional Council members about Smithsonian priorities and strengthening their work as fundraising volunteers.

Regional Council Communications

- Working closely with the Advancement Communications team, develops and executes a communications plan for Regional Councils that engages members regionally and pan-institutionally in the Smithsonian.
- Regularly drafts emails and updates aimed at keeping Regional Council members informed.
- Ensures that Council members receive other regular Smithsonian communications and updates.
- Develops presentations and briefings for Smithsonian leadership and Regional Council members.

QUALIFICATIONS

Required

- Successful candidates will demonstrate superior communication skills, both oral and written, excellent interpersonal and organizational skills, and the initiative and ability to work independently.
- A minimum of five years related experience, preferably in alumni relations or volunteer management. This should include building long-term relationships with volunteer leaders in a complex organization, preferably a museum or cultural institution, advising on alumni or volunteer relations strategies, and developing programs designed to steward and increase volunteer engagement.
- Experience working in a fast-paced, deadline driven environment and being able to manage multiple projects at once is a must.
- Willingness to travel locally and nationally, approximately 6-8 days per month, and to work evenings and weekends as needed.
- Bachelor's degree is highly desired.

Preferred

- A passion for learning and exploration, and the desire to join a dynamic and growing operation should be demonstrated in your application.
- Experience developing outreach strategies and/or managing volunteer donors in partnership with development officers is preferred
- Experience managing budgets and overseeing events is preferred.

The Office of Advancement oversees and guides the fundraising efforts of the entire Smithsonian and is home to the central advancement organization for the Institution. In addition to raising significant support for a variety of Smithsonian initiatives, the Office of Advancement provides support services to advancement offices across the Institution. The office engages with staff throughout the Smithsonian in accomplishing their goals.

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 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 February 11, 2019.

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