



# Smithsonian Institution

## **Gift Officer Smithsonian Center for Folklife and Cultural Heritage**

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 Center for Folklife and Cultural Heritage seeks an experienced and creative gift officer with proven fundraising experience to help build and manage a portfolio of prospects and donors to execute the Center's advancement program. Duties include expanding the Center's donor community; creating and implementing innovative strategies for securing major gifts; managing a portfolio of prospects; preparing proposals and other donor communications; and organizing donor events.

Successful candidates will demonstrate proven success in securing significant contributions from individuals through creative discovery and cultivation of productive relationships with prospective donors. Strong organizational, relationship and communication skills and the ability to work independently are essential. A minimum of four years of progressive fundraising experience, a passion for learning and exploration, and the desire to join a dynamic and growing operation should be demonstrated in your application. Experience in complex higher education or a large cultural or environmental organization is preferred. Travel is required and work during the evenings and weekends may be necessary.

The Smithsonian Center for Folklife and Cultural Heritage is a research and educational unit of the Smithsonian Institution that produces the Smithsonian Folklife Festival, Smithsonian Folkways Recordings, exhibitions, documentary films and videos, symposia, publications, and educational materials. Through the power of culture, we increase understanding, strengthen communities, and reinforce our shared humanity. We are committed to sustaining cultural diversity across the United States and around the world through research, education, and community engagement.

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](http://www.si.edu). Interested candidates should submit their resumes and a cover letter by January 30, 2019 to [oastaffing@si.edu](mailto:oastaffing@si.edu). Please include the position title in your e-mail subject line.

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