Come join a team of dedicated staff at an exceptional time in Smithsonian history, as the Institution 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 institution. The position offers excellent professional opportunities for the successful candidate to make a significant impact on the future of the Smithsonian.

This position of Director of Individual Giving is located at the Freer Gallery of Art and Arthur M. Sackler Gallery, the Smithsonian’s National Museum of Asian Art. Committed to preserving, exhibiting, and interpreting exemplary works of art, the Freer and Sackler house exceptional collections of Asian art, with more than 42,000 objects dating from the Neolithic period to today. Renowned and iconic objects originate from China, Japan, Korea, South and Southeast Asia, the ancient Near East, and the Islamic world. The Freer Gallery also holds a significant group of American works of art largely dating to the late nineteenth century. It boasts the world’s largest collection of diverse works by James McNeill Whistler, including the famed Peacock Room.

Unified administratively and joined physically, the Freer and Sackler are dedicated to increasing our understanding of the arts of Asia through a broad portfolio of exhibitions, publications, conservation, research, and education. The museum is free and open to the public 364 days a year.

This is an exciting time to join the Freer and Sackler. In the lead up to the centennial of the Freer Gallery of Art in 2023, the museum is implementing its recently approved strategic plan and its ambitious goals for the coming years. The Advancement department has been strategically restructured over the last year, with a highly motivated and capable team now in place to expand and diversify the museum’s base of support.

The Freer and Sackler has an opening for an experienced and dynamic Director of Individual Giving to lead the museum’s efforts in building the base of individual support for exhibitions, collections, educational and outreach activities, endowment, and unrestricted support. The Director of Individual Giving will focus efforts on discovery, qualification, cultivation and solicitation of prospects with a giving capacity of $100,000 and higher. He/she will supervise up to two staff and manage a portfolio of 90-110 prospects. The Director will secure 6-7 figure gifts that contribute toward the Museum’s annual fundraising goal of $4-$8 million. This frontline fundraising position reports to the Chief Advancement Officer. The position is located in the Freer and Sackler administrative offices.
Duties include:

- Manage a portfolio of 90-110 prospects rated at $100,000 and higher
- Develop and implement strategies to solicit 6-7 figure gifts
- Close 5-7 gifts per year toward an annual, individual dollar goal
- Supervise up to two front line fundraisers, including a major gifts officer and membership manager
- Oversee the management of the museum’s high-end membership program—the Friends of the Freer and Sackler—for annual donors of $1,500 - $20,000
- Oversee the management of the museum’s year-end and special appeals
- Oversee the management of the museum’s planned giving program—the Legacy Society
- Oversee the development of online fundraising for the museum
- Create written materials to support fundraising, including proposals, visit reports, letters, and stewardship materials
- Design and execute visits and events for cultivation, solicitation and stewardship of major donors
- Travel independently and with museum leadership as required
- Staff museum executives and volunteer leadership by writing briefings, talking points, and follow-up letters
- Maintain a comprehensive and detailed knowledge of the Smithsonian’s infrastructure, policies and procedures

MINIMUM QUALIFICATIONS

- Five or more years of successful experience in individual major gift ($100K+) fundraising in a complex organization, preferably in an art museum or cultural institution
- A track record of building donor relationships and closing gifts in six/seven-figure ranges
- Demonstrated leadership and successful supervision of multi-functional areas and diverse staff
- Successful experience in identifying prospects and making cold calls
- Superior communication skills, both oral and written, as well as excellent interpersonal skills
- Bachelor’s Degree, Masters preferred
- Willingness to travel domestically and internationally
- Willingness to work occasional nights and weekends

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. To learn more about the Smithsonian, please visit www.si.edu.

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. Interested candidates should submit their resumes and a cover letter by April 24, 2020 to oastaffing@si.edu. 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. 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.*