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 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.

The museum is seeking a talented writer with an exceptional eye for design and branding to serve as project manager, principal writer, and provide editorial assistance for a wide variety of communications that focus on donor engagement, solicitation, and stewardship. These will include: major gift proposals, stewardship and endowment reports (both narrative and financial), case statements, project summaries (including budgets), letters on behalf of the Director, event invitations, remarks for events, briefings, brochures, presentations, and website content updates. The effective Advancement Communications Associate will have a proven track record for establishing and meeting deadlines to deliver high quality and timely communications. The Advancement Communications Associate works with all members of the Advancement team as well as colleagues from other departments. This position reports to the Advancement Operations Manager. The position is located in the Freer and Sackler administrative offices.

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.

Duties include:

• Research, write, and design materials in support of fundraising priorities, managing them from inception through delivery
• Maintain a clear understanding of advancement goals, strategies, and messages, and articulate this information appropriate and effectively
• Create written materials to support fundraising, including content for acquisition, cultivation, and stewardship emails; donor impact reports; endowment reports; proposals; visit reports; letters; donation landing pages; and other donor-related deliverables
• Independently incorporate changes, comments, and critiques from multiple reviewers using exceptional writing and editing skills
• Develop and manage a strategic digital and online communications plan targeted for the museum’s external audience
• Collaborate with colleagues on the museum’s Communications team to plan and implement communications that uphold National Museum of Asian Art messaging, tone, and brand guidelines
• Staff museum executives and volunteer leadership by writing briefings, talking points, and follow-up letters
• In collaboration with gift officers, develop and execute stewardship plans for major donors
• Coordinate the holiday card production project in collaborations other museum colleagues
• Manage multiple projects simultaneously, and turn around projects on tight deadlines (often within one business day)

MINIMUM QUALIFICATIONS

• Minimum two years of proven writing experience, preferably in a non-profit organization, art museum, or cultural institution
• Superior writing, editing, and oral communications skills, with a demonstrated capacity for writing for a variety of audiences
• Ability to easily change writing styles to fit the author, audience, and voice of the piece
• Ability to translate complex ideas into language easily comprehensible to non-specialists
• Knowledge of fundraising strategies, principles, and techniques
• Ability to take ownership of projects and work with minimal direction and supervision
• Excellent interpersonal skills
• Bachelor’s Degree
• 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. 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.