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 National Museum of the American Indian – New York (NMAI-NY), located in Lower Manhattan, seeks an experienced and dynamic Annual Giving Officer to serve as a member of its successful fundraising team. This is an opportunity for an energetic professional with strong frontline fundraising skills to play an important role in building private support for the museum’s public programs, exhibitions, educational and outreach activities, research, and endowment fund. The incumbent will assist the Office of Advancement at NMAI with prospect identification, cultivation, solicitation, and stewardship activities. S/he will work creatively to match donor interest with unit priorities, develop funding proposals, negotiate gifts, and close asks.

This position is responsible for NMAI’s Annual Giving Program, which focuses on unrestricted gifts between $2,500-24,999. Working with the Assistant Directors of Advancement and the Membership Program Specialist, s/he will be in charge of planning, executing, and managing a comprehensive and ambitious plan to increase the number of donor-members, improve renewal and retention rates, and increase overall revenue for the NMAI’s National Council ($5k+) and the Directors Council ($1k+). S/he will be responsible for helping to create a community of donors, both nationally for NMAI and in the tristate area for NMAI-NY.

The Annual Giving Officer will also develop a pipeline for Major Annual Giving ($25k+). S/he will manage a portfolio of prospects and conduct face-to-face visits to recruit and renew donors. The Annual Giving Officer will help plan and oversee stewardship activities of individual donors (NMAI’s National Council, Directors Council and Major Annual Donors). The Annual Giving Officer will report directly to the Associate Director of Advancement in New York.

The successful candidate should demonstrate the ability to establish and maintain effective relationships with donors and use innovative techniques in communicating with them. S/he must have experience in developing and implementing a cohesive and innovative annual giving program across multiple channels. S/he must have an understanding of and experience with prospecting,
reporting, acknowledgement, and stewardship systems, as well as database management. A demonstrated ability to manage multiple projects and deadlines is necessary. A bachelor’s degree and a minimum of five years of progressively-responsible experience in development, with a focus on high-end membership programs and/or annual giving is required. Some evening and weekend hours will be required to fulfill the duties of the position. Local, regional, and national travel (approximately 30% of the time) is required.

Established in 1989, through an Act of Congress, the Smithsonian’s National Museum of the American Indian is an institution of living cultures dedicated to advancing knowledge and understanding of the life, languages, literature, history and arts of the Native peoples of the Western Hemisphere. The National Museum of the American Indian operates three state-of-the-art facilities. The museum on the National Mall in Washington, D.C. offers exhibition galleries and spaces for performances, lectures and symposia, research, and education. The George Gustav Heye Center in New York City houses exhibitions, research, educational activities, and performing arts programs and is one of the leading institutions in the cultural fabric of New York City. The Cultural Resources Center in Suitland, Maryland, houses the museum's collections as well as the conservation, repatriation, digital imaging programs, and research facilities. The NMAI's off-site outreach efforts, often referred to as the "fourth museum," include websites, traveling exhibitions, and community programs.

The NMAI-NY is housed at the Alexander Hamilton U.S. Custom House on Bowling Green in Lower Manhattan, a designated National Historic Landmark and a New York City landmark. The center attracts close to 600,000 visitors per year and its exhibition and public access areas total about 20,000 square feet. The center was established through a combination of city, state, and federal financial support. The permanent collection of NMAI-NY is called “Infinity of Nations: Art and History in the Collections of the National Museum of the American Indian,” and shows the scope of the Smithsonian's collection, displaying more than 700 items. The center includes two other galleries, one of which is being converted to a permanent exhibition and the other serves as a rotating exhibition space.

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. Interested candidates should submit their resumes, a cover letter and a sample of their writing via a major gift or grant proposal to oastaffing@si.edu by June 26, 2019.

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