



Smithsonian Institution

Advancement Program Specialist (Institutional Relations Officer) National Museum of the American Indian

The Smithsonian Institution's National Museum of the American Indian (NMAI) seeks an experienced and dynamic institutional relations officer. This is an exceptional opportunity for an energetic professional with strong frontline fundraising skills to play an important role in building private support for public programs, exhibitions, educational and outreach activities, research, and endowment needs of the Museum. The incumbent will assist the advancement office at NMAI with prospect identification, cultivation, solicitation and stewardship activities for foundations, corporations, tribal governments and other Native organizations. The incumbent is responsible for providing a high level of support for the museum's top level prospects and donors, and managing a portfolio of institutional prospects with the capacity to support the mission of NMAI with annual and major gifts. He or she will work creatively to match donor interest with unit priorities, develop funding proposals and negotiate complex gifts.

The successful candidate will possess strong leadership and communications skills, and a track record in building relationships across a spectrum of individual, tribal, foundation and corporate donors. Progressive fundraising experience, experience with diverse constituents, and ability to close major gifts should be demonstrated in your application. This position requires knowledge of and experience with writing proposals and reports, preparing complex budgets and grant management. Candidates must have strong organizational and communication skills, and the initiative and ability to work independently. Experience with tribal organizations, in complex higher education or a large cultural organization is preferred. The position is based in Washington, DC and reports to the Assistant Director for Advancement. Some travel (approximately 10% of the time) may be required.

Established in 1989, through an Act of Congress, the Smithsonian's National Museum of the American Indian works for equity and social justice for Native peoples of the Western Hemisphere through education, inspiration and empowerment. The National Museum of the American Indian is comprised of two premier centers for exhibitions and public programs— a museum in Washington, D.C., on the National Mall, and a second museum in Manhattan in New York City. The museum also has a collections, research and conservation facility, the Cultural Resources Center, which is located in Suitland, Maryland.

The NMAI has a strategic plan for 2017 -2022 that guides the funding priorities. The plan maps how the NMAI will enhance its outreach, exhibitions, and education offerings with the objective of changing what Americans know about Native American history and culture. New exhibitions,

a national education initiative, and building a national Native American Veterans memorial are key projects in need of fundraising support.

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, including title of the position for which they are applying, to oastaffing@si.edu by February 22, 2019.

The Smithsonian Institution is an equal opportunity, affirmative action employer.