



Smithsonian Institution

Advancement Assistant National Air and Space Museum

Come join a team of dedicated staff at an exceptional time in Smithsonian history, as the Institution implements a new comprehensive strategic plan, expands the programming, educational, and scholarly activity of its museums and research centers.

The Smithsonian's National Air and Space Museum has launched a \$250M campaign that will transform the Museum on the National Mall and is expanding upon its model fundraising organization, one that will meet the growing needs of one of the world's most visited museums. This position offers exciting opportunities for the successful candidate to make a significant impact on the future of the National Air and Space Museum and the Smithsonian. There is no better time to join this amazing Institution.

The Advancement Assistant works in the Advancement Office at the National Air and Space Museum to support Donor Relations, including the National Air and Space Society. The incumbent manages the standard acknowledgement letters to donors, members, and prospects; responds to donor and member inquiries via phone and email; prepares presentation materials as requested; and provides overall administrative support.

Qualified candidates will successfully demonstrate strong written communications skills, an ability to successfully manage multiple deadlines, superior organization skills, and a thirst for learning. Experience in a large, complex non-profit organization preferred.

The Smithsonian Institution's National Air and Space Museum maintains the largest collection of historic air and spacecraft in the world. It is also a vital center for research into the history, science, and technology of aviation and space flight, as well as planetary science and terrestrial geology and geophysics. To learn more about the museum, please visit www.nasm.si.edu.

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 donor acknowledgement letter to

oastaffing@si.edu by January 25. Please include the title of the position in the subject line of the email.

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