Come join a team of dedicated staff at an exceptional time in Smithsonian history. With our new Secretary, Lonnie G. Bunch III, who was previously the founding director of the Smithsonian's National Museum of African American History and Culture, we are positioned to realize our goal of being a truly 21st century museum complex.

The Smithsonian Institution is the world's largest museum, education and research complex, comprised of 19 museums and galleries, nine research centers, 21 libraries, the National Zoological Park and more than 200 affiliate museum partners. The Smithsonian is dedicated to its founding mission, “the increase and diffusion of knowledge” and as such we use our resources to encourage curiosity, ignite wonder and spark the joy of learning.

With dynamic leadership throughout the Institution, we are focused on broadening our reach by engaging new audiences who haven’t always been represented in museums and creating a more robust virtual Smithsonian that complements and amplifies our collections, our expertise, our exhibitions in ways unimaginable just a few years ago. Through this digital strategy we plan to touch every home and every school in America. Marrying the possibilities of digital access with the strong educational and programming offerings housed in our museums and research centers, we will provide equal and effective educational access to all primary and secondary school children.

Following the success of the Smithsonian’s first comprehensive capital campaign, the largest ever undertaken by a cultural organization, the Smithsonian has built a model fundraising organization. As we continue to build on our success, the National Museum of African American History and Culture’s Advancement Office seeks a creative and energetic Advancement Specialist as a member of its Donor Relations and Stewardship team to develop metrics, perform analyses and compile data for NMAAHC Advancement staff. The position reports to the Manager for Donor Relations and Stewardship.

Major Duties:

- Maintains, enters, and ensures that information in the Advancement data base is verified and updated regularly. Develops and manages the tracking of stewardship report deadlines and requirements to assist with notification and support of the appropriate staff.
• Contributes to the development of metrics and other measurements to evaluate the success of Advancement efforts. Tracks and evaluates fundraising data and prepares analyses for use by management in assessing results.
• Compiles statistics for budget and drafts justifications.
• Develops and implements a calendar of events for and programs targeted to key constituencies.
• Manages the stewardship of donors in key giving circles.

At a minimum, successful candidates must have one year of experience gathering, evaluating and interpreting fundraising data in order to develop reports and engagement strategies; researching prospects; and utilizing a fundraising database such as Raiser’s Edge.

Experience in a complex higher education or a large cultural or environmental organization is preferred. Travel is required, and work during the evenings and weekends may be necessary.

The National Museum of African American History and Culture (NMAAHC) is the largest national museum for the study and exhibition of African American history and culture. Its primary purposes are to acquire, maintain and preserve objects which document social, cultural, political, military, technological and scientific developments in the United States related to the African American experience; to conduct scholarly research designed to make significant contributions to the body of knowledge in the field of African American history; to publish findings for both scholarly and general audiences; and to interpret historical developments through public exhibits and programs as well as digital content.

The Smithsonian offers a competitive salary and a comprehensive benefits package. To learn more about us, visit www.si.edu. This is not a Federal Position but has similar requirements and benefits. Interested candidates should submit their resumes and cover letter to oastaffing@si.edu with Advancement Specialist (Donor Relations & Stewardship) by May 15, 2020. 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.*