



Smithsonian Institution

Advancement Associate National Museum of African American History and Culture IS-1001-09 (\$56,233- \$73,105)

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

The Smithsonian will build on the momentum of its first billion dollar campaign and continue to develop a model fundraising organization, one that will meet the growing needs of this unique organization and offer excellent professional opportunities. This new position offers exciting opportunities for the successful candidate to make a significant impact on the future of the Smithsonian. There is no better time to join this amazing Institution.

The Smithsonian's National Museum of African American History and Culture (NMAAHC) has an opening for an Advancement Associate to provide technical and administrative support to the NMAAHC Advancement team. This position is located in the Office of Advancement at the National Museum of African American History and Culture and reports to the Assistant Director for Advancement.

The Advancement Associate assists the Advancement Office staff with prospect cultivation, solicitation and stewardship activities; composes and prepares acknowledgement letters, proposals, briefing packets, reports and other correspondence; uses fundraising software to input and analyze data, run reports and manage gift entries; develops reports and tracks status of contacts, follow ups, solicitations, and proposals; researches and track donor and prospect interests and status to match with unit and institutional priorities; assists with special event management; prepares travel authorizations and vouchers, maintains petty cash, prepares requisitions and small purchase orders, and compiles data for budget submissions; reviews and assesses the capacity of current donors to increase giving; develops a portfolio; and works collaboratively to cultivate, solicit and steward donors to support the Museum's priorities.

Qualified candidates will have one year of related experience providing support to front line fundraisers; researching donor information; and using fundraising software to input data and run reports. Candidates will also successfully demonstrate strong communication skills, an ability to successfully manage multiple deadlines, superior organizational skills, a willingness to travel locally and nationally approximately 4-6 days per month, and to work evenings and weekends as needed. A Bachelor's degree is highly desired, a Master's degree is preferred.

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. To learn more about the Smithsonian, please visit www.si.edu. Interested candidates should submit their resumes and a cover letter by February 28, 2018 to oastaffing@si.edu. Please include the position title in your e-mail subject line.

Please note: This is a temporary position not-to exceed two years. Occasional travel, evening and weekend work are required.

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