



## **Manager of Museum Advisory Committees National Museum of American History**

The Star-Spangled Banner, Abraham Lincoln's pocket watch, Ben Franklin's suit, the First Ladies' dresses, the Ruby Slippers—these are just a few of the more than 1.8 million objects collected and cared-for by the Smithsonian's National Museum of American History (NMAH). As the only museum dedicated to telling the entire story of America's history, the museum uses its collections, its staff and its programs to help visitors explore what it means to be American. For more information about the museum visit <http://www.americanhistory.si.edu>

The Advancement Office at the National Museum of American History is seeking qualified candidates to serve as manager for a variety of fundraising-related volunteer activities including the Museum's Advisory Board, various advisory committees, donor cultivation events, and fundraising events. He/she will assist with planning, managing and executing three regular meetings for the Museum's Board along with a multi-year plan of strategic engagement activities for members and candidates. The incumbent will support the Museum's Smithsonian Council for American History membership group, of which the Museum's Board is part and provide support to other annual giving activities as needed. The position reports to the Deputy Director for External Affairs and works closely with the Associate Director. The incumbent will work closely with all major gift officers to plan and execute a variety of programmatic activities including small dinners, advisory committee meetings, lectures/symposia, and panel discussions. This position will require interaction with high net-worth individuals. Successful applicants must have a minimum of a bachelor's degree and 3 years of demonstrably progressive experience in the field of development and/or board management.

### **Duties Include:**

- Management of a variety of advisory and fundraising committees to include membership development and orientation, development of program content and its execution, interaction with members and follow-up on requests and assignments.
- Planning and execution of logistics associated with a variety of types of events to include dinners, committee meetings, symposia, and others.
- Assistance with Smithsonian Council of American History membership group.
- Strategic development of invitation lists, program content and event follow-up.
- Writing briefings, talking points, remarks and follow-up correspondence for Museum leadership.
- Development of fundraising proposals, stewardship reports, correspondence and other materials as needed by department.

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 and a cover letter to [oastaffing@si.edu](mailto:oastaffing@si.edu) by October 8, 2019.

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