Advancement Associate (Annual Giving)
National Museum of Natural History

The Smithsonian Institution's National Museum of Natural History (NMNH), one of the most visited museums in the United States, invites you to be a part of its dynamic fundraising team. Come join a team of dedicated staff at an exceptional time in Smithsonian history as the museum embarks on a new phase of comprehensive strategic planning; expands its exhibitions, programming, educational, and scholarly activity; and focuses on the next big ideas that will poise the museum as a 21st century tool for understanding the natural world and our place in it.

The museum is seeking an experienced and creative candidate to fill an Advancement Associate position located in the Office of Development at the NMNH. Reporting to the Annual Giving Officer, the employee will work in coordination with NMNH Development, Communications, Education and Outreach, Exhibits, and curatorial staff.

The Advancement Associate will provide technical and administrative support to the museum’s development program. Working closely with the Annual Giving and Online Giving Officers, the Advancement Associate will coordinate and implement cultivation and solicitation strategies, including solicitations, stewardship mailings, organizing and coordinating events, prospect communications, and implementing best practices. The incumbent will be responsible for cultivation, solicitation, and growth for the museum’s giving circles and streamlining the workflow of off-line fundraising campaigns. The incumbent will also produce regularly scheduled and ad hoc reports to track and monitor annual fund performance, including solicitations and giving patterns.

Successful candidates will demonstrate excellent organizational and time management skills; knowledge of fundraising best practices and techniques; ability to create productive working relationships within a large, complex organization; good writing and editing skills; ability to manage multiple project deadlines; proven ability to represent organizational needs and interests to a variety of audiences; and skill in a variety of automated systems such as Microsoft Office, Outlook, Excel Spreadsheets and related applications. Candidates found qualified may be asked to provide a writing sample.

KEY REQUIREMENTS:
- Pre-employment Background Investigation must be successfully completed.
- Irregular tour of duty to include evenings and weekends may be required for special events.
The Museum has attracted eight-figure gifts in each of the last five years. Our challenge now is to leverage the extraordinary strength of the higher levels of the donor pyramid. We are growing the museum's donor base at the five-, six- and seven-figure levels, acquiring new donors through annual giving, and moving funders through the giving cycle. Identifying, cultivating, and soliciting new donors at all levels will be critical to the success of NMNH's future fundraising efforts. To learn more about the museum, please visit https://naturalhistory.si.edu/.

The Smithsonian Institution offers a comprehensive package of benefits. This is not a Federal Position, but has similar requirements and benefits. For a complete description of benefits, please visit www.sihr.si.edu. To learn more about the Smithsonian, please visit www.si.edu.

Interested candidates should send a cover letter and resume by August 18, 2019 to oastaffing@si.edu. Please include the position title in the subject line of your e-mail. 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.*