Advancement Assistant  
National Portrait Gallery

Come join a team of dedicated staff at an exceptional time in Smithsonian history. 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 a successful national campaign, the Smithsonian has built a model fundraising organization, one that will meet the growing needs of this unique organization and offer excellent professional opportunities. As we continue to build on our success, the Smithsonian Institution’s National Portrait Gallery seeks an Advancement Assistant to provide crucial administrative support and manage internal operations of its hard-working, fast-paced advancement team. This position is located within the Office of Advancement at the National Portrait Gallery and will report to the Chief of Strategy.

The Advancement Assistant works in the Advancement Office at the National Portrait Gallery to support the Director of Advancement and other Advancement Staff with purchasing, travel, and special projects, as well as providing extensive general administrative services to the entire department. The incumbent processes all gifts and acknowledgments, coordinates procurement and budget reconciliation, develops briefings and materials for donor and prospect meetings, prepares financial reports, and provides overall administrative support.

Qualified candidates will successfully demonstrate strong communications skills, an ability to successfully manage multiple deadlines, superior organization skills, and a thirst for learning. Attention to detail and an intuitive administrative aptitude are essential. Experience in a large, complex non-profit organization preferred.
Successful candidates will have:

- Bachelor’s degree
- Superior communication skills, both oral and written
- Attention to detail and an intuitive administrative and organizational aptitude are essential
- Ability to take ownership of projects and work with minimal direction and supervision
- Understanding of and dedication to the mission of the National Portrait Gallery

The museum is growing its advancement department to maintain an increased rate of fundraising growth to support the needs of the museum. This position offers excellent opportunities for the successful candidate to make a significant impact on the future of the National Portrait Gallery. There is no better time to join this amazing museum.

The National Portrait Gallery attracts nearly 2 million visitors onsite and 4 million online and continues to narrate the multi-faceted and ever-changing story of America through the individuals who have shaped its culture. Through the visual arts, performing arts, and new media, the Portrait Gallery presents poets and presidents, visionaries and villains, actors and activists whose lives form our national identity. The National Portrait Gallery is committed to recruiting, supporting, and investing in a diverse team of talented, creative, and passionate staff members who have a shared vision of our mission.

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 ostaffing@si.edu by April 10, 2020. Please include the position title in your e-mail subject line. 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. To best serve our current and future visitors we strive to maximize the diversity, equity, and inclusiveness of our organization. Therefore, we encourage candidates that represent and embody the diversity found within our community to apply._