Major Gifts and Membership Associate
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 to hire a Major Gifts and Membership Associate to assist with Major Gifts and lead its Portrait Circle and Portrait Patrons programs to the next level of success.

The Portrait Gallery manages a robust major gifts program, a major component of the museum’s $5.5M annual fundraising goal. Established in 2003, the Portrait Circle is the Gallery’s membership group responsible for securing unrestricted support through $1,000 - $10,000 giving levels. The Portrait Circle has grown to more than 70 members contributing over $300,000 annually. The Portrait Patrons program was started in 2016 and raised 50% more than anticipated in its first year. This giving program facilitates gifts up to $1,000, with significant growth potential. The position is responsible for member acquisition and renewals, benefit fulfillment, and event planning. The Associate also will be responsible for personally identifying and then cultivating and stewarding Portrait Circle members who have potential to becoming major donors. This position is one of ten staff in the National Portrait Gallery’s Office of Advancement, and reports to the Assistant Director of Advancement.

Duties:
- Plan a comprehensive calendar of Portrait Circle events to fulfill promised membership benefits and attract new members.
- Design and execute all Portrait Circle events, including program development, talking points and logistics.
• Draft briefing and annotated guest lists with photos and bios for all guests at each event.
• Develop and implement strategies to acquire new members.
• Meet with Portrait Circle Co-Chairs to provide briefings and progress updates, as well as develop succession plans for co-chair positions.
• Manage membership renewals with personal attention to each donor.
• Maintain up-to-date records for all Portrait Circle members in the shared advancement database.
• Document all event invitations, attendance lists, solicitation and stewardship mailings, contact reports, and other activity in the shared advancement database.
• Draft Portrait Patron solicitations, acknowledgements, and stewardship communications, maintain Portrait Patron donor data, and track progress.
• Assist with major donor cultivation events, including an annual event for planned gift donors, donor travel programs, small dinners with the NPG Director, lunch meetings, and other events as requested.
• Assist the major gifts team with prospect lists and research as needed.
• Personally identify and steward members of the Portrait Circle who have capacity to make a major gift, working with the major gifts team to cultivate them for the next level of giving.
• Identify target opportunities for stewardship of current major donors, making suggestions and assisting with preparation of materials and invitations.
• Prepare acknowledgements, departmental mailings, reports, presentations, board books, and mailings, as requested.
• Maintain a comprehensive and detailed knowledge of the Smithsonian’s infrastructure, policies and procedures.

Minimum Qualifications:
• Bachelor’s degree is required, Master’s degree highly desired.
• Two or more years of successful experience in a membership program, preferably at a museum or other cultural institution. Experience in an art museum is highly desired.
• Some experience working face-to-face with donors and prospects.
• Successful experience in meeting aggressive annual goals, both dollar goals as well as number of members.
• Successful experience in acquiring new members, upgrading existing members, maintaining strong retention rates, and building a pipeline for major gifts.
• Superior communication skills, both oral and written, as well as excellent interpersonal skills.
• Understanding of and dedication to the mission of the National Portrait Gallery.
• Willingness to work evenings and weekends and to travel as needed.

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 ostaffing@si.edu by June 1, 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. Candidates of all backgrounds are encouraged to apply.