Major Gifts Officer
National Portrait Gallery

Come join a team of dedicated staff at an exceptional time in Smithsonian history, as the Institution implements a new comprehensive strategic plan and expands the programming, educational, and scholarly activity of its museums and research centers. 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. This position offers exciting opportunities for the successful candidate to make a significant impact on the future of the Smithsonian.

This position is located at the National Portrait Gallery (NPG), Smithsonian Institution, which was authorized and founded by Congress in 1962 with the mission to acquire and display portraits of "men and women who have made significant contributions to the history, development, and culture of the people of the United States." Today, the Smithsonian’s National Portrait Gallery attracts over 2.3 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 museum has significantly grown its advancement department in the last two years and, as a result, has seen dramatic increases in fundraising performance. Our goal is to maintain this rate of growth beyond the museum’s $25 million comprehensive campaign, which concluded at the end of 2018, the Portrait Gallery’s 50th anniversary year. 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 seeks to hire an accomplished Major Gifts Officer (MGO) with proven fundraising experience to build and manage a portfolio of prospects and donors to execute a fundraising program focused on high capacity giving. The MGO works closely with the Assistant Director of Advancement to ensure that annual fundraising goals are met.

Reporting to the Assistant Director of Advancement, the Major Gifts Officer will secure contributions from individuals, foundations, corporations, and other organizations by discovering and cultivating a productive relationship with prospective donors; present opportunities for giving through solicitation efforts; establish and maintain effective working relationships with individual donors and prospects, and foundation officers; help steward board members and their networks;
and help craft and implement a multi-year fundraising plan. The MGO will manage the Corporate Circle and have a strong focus on corporate sponsorships and management. The MGO will maintain a strong working relationship with Smithsonian’s central administration, working closely with the Office of Advancement to coordinate with colleagues as appropriate on matters relating to proposals, gift agreements, budgets and reporting, and other policy and process areas.

Successful candidates will have:

- At least four years of specialized experience in major gift fundraising, with proven examples of successful corporate sponsorships, preferably within a major, arts-related institution, non-profit organization, educational institution, or other environment of similar complexity.
- Demonstrated ability to raise funds, to be a strategic, creative thinker, and to complete projects in an efficient fashion.
- Bachelor’s degree
- Superior communication skills, both oral and written
- 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 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 by September 23, 2019. Please include the title of the position and your name in the subject line of the email.

*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 qualified candidates that represent and embody the diversity found within our community to apply.*