Come join a team of dedicated staff at an exceptional time in Smithsonian history. With our new Secretary, Lonnie G. Bunch III, who was previously the founding director of the Smithsonian's National Museum of African American History and Culture, we are positioned to realize our goal of being a truly 21st century museum complex.

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, and 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 institution and offer excellent professional opportunities. As we continue to build on our success, the Smithsonian’s National Postal Museum (NPM) has an opening for an experienced and dynamic Advancement Specialist to help build the base of institutional support for the Museum’s exhibitions, collections, educational and outreach activities, and endowment needs. The Advancement Specialist supports the full range of advancement activities to effectively support the fundraising goals of the Museum and to convey the Museum’s mission to diverse constituencies. This position reports to the Director of Advancement.

MAJOR DUTIES
- Provides solicitation support for advancement programs and initiatives, including support for fundraising proposals to individuals, foundations and corporations, prospect research, development of letters, background materials, concept papers, as well as cultivation and solicitation material and other material as requested.
- Assists with the coordination of the stewardship of donors, including planning visits and tours, developing and tracking acknowledgement letters, reports, and other communications materials to donors.
• Maintains accurate and complete records of a variety of fundraising activities.
• Manages and tracks stewardship of donors, including preparing reports to provide updates on program accomplishments and accounting of funds.
• Manages, prepares and tracks approval of gift agreements, memoranda of understanding (MOUs), and other gift-related documentation.
• Provides support for advancement events, meetings, and other cultivation and stewardship activities involving donors and key constituencies. Participates in planning sessions and helps coordinate logistics, guest management, materials, and other elements needed for a successful event.

MINIMUM QUALIFICATIONS
• Bachelor’s degree is required; Master’s degree is highly desired.
• One year of specialized experience providing support to fundraisers that includes maintaining records of fundraising activities, writing/editing a variety of fundraising materials, and providing logistical support for fundraising events within an advancement operation in a complex organization, preferably a museum or cultural institution.
• Experience using fundraising/donor database software to manage information, generate lists and provide support to front-line fundraisers.
• Superior communication skills, both oral and written, as well as excellent interpersonal skills.
• Understanding of and dedication to the mission of the National Postal Museum.
• Willingness to travel locally and nationally on occasion and to work evenings and weekends as needed.

The National Postal Museum houses and displays the national philatelic and postal history collection, the largest and most comprehensive of its kind in the world. The museum serves as the nation’s premier center for philatelic and postal scholarship and shares its collections with the public through exhibitions, public programs, publications, as well as outreach activities designed for visitors of all ages. The National Postal Museum is repositioning itself for significant growth and expanded reach with the development of a new strategic vision. The museum has seen double digit increase in visitation over the past couple of years. We are looking for an energetic candidate to come join the National Postal Museum at this exciting time.

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 March 23, 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._