



Smithsonian Institution

Advancement Associate Smithsonian's National Zoological Park

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.

The Smithsonian National Zoological Park (NZIP) seeks a skilled self-starter interested in the field of advancement to join its team of dedicated staff at an exceptional time in our history. We are seeking an Advancement Associate with a passion for conservation and an interest in helping to save some of the world's most endangered and beloved species. The Advancement Office is located in the heart of the Zoo, providing an opportunity to work collaboratively with animal keepers, scientists and conservationists who are world leaders in their respective fields.

The Advancement Associate provides technical and administrative support to the Chief Advancement Officer. The position collaborates with advancement, marketing and communications colleagues on a range of administrative projects and assignments, and liaises with Board of Advisors committee members.

Successful candidates will have one to three years of experience as an assistant or other position demonstrating independent, high-level organization and support functions, including travel preparation, calendar management, and meeting coordination. Proven ability to handle multiple responsibilities and projects simultaneously, often on short deadlines, with a high degree of accuracy. Ability to interact diplomatically, discreetly and effectively with a wide range of constituents, both externally and internally, including Smithsonian Institution personnel, vendors, donors and VIPs. Excellent written and spoken communication skills, and basic financial competency. A Bachelor's degree is required.

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 January 13, 2019.

The Smithsonian Institution is an equal opportunity, affirmative action employer. Candidates of all backgrounds are encouraged to apply.