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. This position offers exciting opportunities for the successful candidate to make a significant impact on the future of the Smithsonian. There is no better time to join this amazing Institution. Hiring level depends on knowledge and experience, and the position offers an excellent opportunity for technical growth.

The Smithsonian Institution's Office of Advancement seeks an Associate Report Writer/Programmer to serve as an integral member of the Advancement Information Services team. This position fulfills ad hoc requests for information, delivers production support and develops and tests advancement reports. This position performs the following activities:

• Responds to ad hoc requests by utilizing existing reports and utilities, making modifications to existing Oracle stored procedures, Tableau or SSRS reports or by writing new. Formats results to facilitate use by requestors
• Runs production jobs for regularly scheduled reports, data extracts and uploads, verifying output and record counts to ensure accuracy, documents results in job logs and maintains up-to-date operational instructions
• Participates in the development and testing of forms and reports for use within Ellucian Advance, Tableau and SSRS working from technical specifications and test plans
• Applies best practices in systems development and application of technology to support the advancement function

Qualified candidates will have:

• Comprehensive knowledge of Microsoft Office tools (Outlook, Excel, Access, Word, PowerPoint, Teams), including the ability to develop and maintain complex Excel spreadsheets with pivot tables, data from multiple sources with clear and effective presentation and translate data formats.
• Knowledge of SQL at intermediate level sufficient to understand, execute and modify existing queries and procedures and write new ones, use joins, outer joins and subqueries efficiently and familiarity with analytical functions.
- Demonstrated technical problem-solving skills and experience with the systems development life cycle.
- Strong written and oral communication skills
- Demonstrated organizational skills and the ability to manage multiple priorities simultaneously.
- Bachelor’s degree is required
- Three to five years related experience
- Experience with membership, fundraising or non-profit organization and database and Ellucian Advance, PL/SQL, Tableau or SSRS and related tools is preferred, but not required.

The Office of Advancement oversees and guides the fundraising efforts of the Smithsonian and is home to the central advancement organization for the Institution. In addition to raising significant support for a variety of Smithsonian initiatives, the Office of Advancement provides support services to advancement offices across the Institution. The office engages with staff throughout the Smithsonian in accomplishing their goals.

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. Interested candidates should submit their resumes and a cover letter to oastaffing@si.edu by Sept 14, 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.*