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 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. Following the success of the Smithsonian’s first comprehensive capital campaign, the largest ever undertaken by a cultural organization, the Smithsonian has built a model fundraising organization. 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.

The Smithsonian’s Office of Advancement seeks an experienced and creative candidate to fill the role of Executive Assistant in the Office of the Assistant Secretary of Advancement (ASA). The position will play an important role in supporting multiple functions within a growing and dynamic organization. The Executive Assistant’s judgment, tact, diplomacy, and knowledge of Institution issues and operations are critical to the Assistant Secretary’s success in dealing with competing and controversial interests. The sensitivity of the position requires the incumbent to have the full trust and confidence of the ASA and the Associate Director for Advancement. This position reports to the Associate Director for Advancement.

Duties include:

- Oversees the ASA’s complex calendar and scheduling, and all travel planning, procurement and reimbursement requests for the ASA and the Associate Director for Advancement.
- Operational support for the ASA’s suite including database entry, spreadsheet creation, answering phones, filing, greeting visitors.
- Conducts research and assembles the compilation of materials to assist the ASA to prepare for meetings, discussions, background briefings, etc.
- Prepares and/or reviews correspondence for the ASA’s signature and directs revisions, identifies timelines/deadlines for communications, prepares briefings, and drafts ASA remarks and associated presentations using various methods including PowerPoint.
- Responsible for smooth and continuing communications and serves as administrative liaison with a wide range of colleagues within the Smithsonian and representatives of
various external organizations, both nationally and internationally, to include prospects and donors.

Successful candidates will demonstrate superior writing, editing, and oral communications skills, strong organizational skills, and the ability to productively support multiple priorities. Considerable initiative and seasoned judgement are required. Candidates must have demonstrated experience with current office technology including Microsoft Office Suite and iPhone. A minimum of three years of related work, a passion for learning and exploration, and the desire to join a fast-paced operation should be demonstrated in your application. Knowledge of fundraising strategies, principals, and techniques and experience in complex higher education or a large cultural or environmental organization is preferred.

The Office of Advancement oversees and guides the fundraising efforts of the entire Smithsonian and is home to the central development organization for the Institution. In addition to raising significant support for a variety of pan-institutional initiatives, the Office of Advancement provides support to advancement offices across the Institution.

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 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 oastaffing@si.edu by September 16, 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.