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.

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. As we continue to build on our success, the Smithsonian’s Office of Advancement seeks an experienced and creative Gift Planning Officer as a member of its Individual Advancement team. Managing a portfolio of planned giving prospects, the Gift Planning Officer will secure 5-7 figure gifts that contribute toward the Institution’s annual fundraising goals. This front-line fundraising position reports to the Director of Gift Planning.

The Gift Planning Officer will identify, track, cultivate and solicit a portfolio of potential and active planned giving prospects to include the discovery and qualification of new prospects with capacity for planned giving. The incumbent will negotiate the terms of planned giving agreements with donors and their advisors while adhering to the Institution’s policy and subject to approval of the appropriate Institution staff. S/he will support senior leadership with research, briefing documents, and strategy development for the engagement of planned giving prospects. S/he will provide coaching and support to gift officers across the Smithsonian and contribute to building a culture of planned and blended gifts. Extensive travel is required as part of this position.

The successful candidate will possess strong leadership and communications skills, and a track record in building relationships with individual donors. Progressive fundraising experience, experience with diverse constituents, and ability to close major and blended gifts should be demonstrated in your application. This position requires knowledge of and experience with the complexities of gift planning (i.e. financial planning, estate planning, tax laws, wills, trusts, etc.) Candidates must have strong organizational and communication skills, and the initiative and ability to work independently. Experience in complex higher education or a large cultural 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 Gift Planning team collaborates with staff throughout the Smithsonian to help accomplishing their goals.

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 oaoaффtпng@si.edu by April 30, 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.