Prospect Research Analyst
Office of Advancement

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 Prospect Research Analyst is responsible for independently and proactively conducting prospect research and identification for Smithsonian priority initiatives, using financial data, information from multiple news sources and wealth screening services. The analyst responds to requests for information on major gift prospects from Smithsonian units and gift officers; identifies and interprets assets; provides philanthropic capacity estimates on prospective donors; updates development database with research information and prospect tracking data; and serves as a liaison to several Smithsonian units. The incumbent will be self-motivated and detail-oriented, accurate and professional at all times; must be precise, diplomatic, dedicated, and mature as well as flexible and able to work well under pressure.

Minimum requirements:

- Bachelor’s degree with at least 3 years of experience in development prospect research.
- Proficient computer and internet skills.
- Excellent communication skills.
- Demonstrated ability to work independently.
- Strict adherence to ethical and confidentiality guidelines of both the Smithsonian Institution and the Association of Professional Researchers for Advancement (APRA) at all times.

The Office of Advancement oversees and guides the fundraising efforts of the entire 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. 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 June 28, 2019.

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