Gift Officer (Corporate and Foundation)
Smithsonian American Art Museum

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.

With dynamic leadership throughout the Institution, we are focused on broadening our reach by engaging new audiences who haven’t always been represented in museums and creating a more robust virtual Smithsonian that complements and amplifies our collections, our expertise, our exhibitions in ways unimaginable just a few years ago. Through this digital strategy we plan to touch every home and every school in America. Marrying the possibilities of digital access with the strong educational and programming offerings housed in our museums and research centers, we will provide equal and effective educational access to all primary and secondary school children.

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. As we continue to build on our success, the Smithsonian American Art Museum seeks a creative and energetic relationship builder, who is a persuasive writer with a demonstrated record of success with foundation and corporate fundraising. Duties include identifying, cultivating and soliciting corporate and foundation prospects; proposal writing; managing stewardship of institutional donors; and preparing other donor communications. The ability to meet frequent deadlines with great attention to detail and work collaboratively is essential to success. Arts and humanities knowledge and experience at a major cultural organization desired.

The Smithsonian American Art Museum is home to one of the largest and most inclusive collections of American art in the world. Its artworks reveal America’s rich artistic and cultural history from the colonial period to today. The Renwick Gallery, its branch museum, features contemporary craft and decorative arts. The Museum is a leader in sharing exhibitions and education programs across the United States as well as by video
conference to military bases around the world. In 2019, the Museum attracted over two million visitors. To learn more about the museum, visit www.americanart.si.edu.

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 including excellent professional development opportunities through the Institution’s own Advancement Academy. 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 February 18, 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.*