



Smithsonian Institution

Senior Advancement Officer Smithsonian Science Education Center

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 Smithsonian Science Education Center (SSEC) is an organization of the Smithsonian Institution dedicated to transforming the teaching of science in the nation's schools. The SSEC collects and disseminates information about exemplary teaching resources, develops and disseminates curriculum materials, and sponsors outreach activities, specifically in the areas of leadership, professional development and technical assistance, to help school districts develop and sustain hands-on science programs. For additional information about the SSEC visit, www.ssec.si.edu.

The SSEC seeks an experienced individual to serve as Senior Advancement Officer. The Senior Advancement Officer builds and manages a portfolio of prospects and donors to execute a program focused on high capacity giving. This work affects the successful achievement of major programs such as the progress of various internal programs, developing and maintaining partnerships, and/or the funding of a substantial number of trust positions affected by these efforts. The incumbent reports to the SSEC Director and is a member of the SSEC's leadership team. This is a supervisory position for two SSEC staff members.

The incumbent works in concert with the SSEC Director, staff, and Advisory Board members in conceptualizing, planning and implementing a coordinated advancement program. The incumbent determines the direction and overall tasks of the advancement program for SSEC, and works with a significant degree of independence, keeping the Director informed of unanticipated issues, organizing development activities and solicitations, and recommending development policies and procedures.

Duties and responsibilities:

- Conducts the development program for SSEC, with responsibility for planning, generating, and executing fund-raising initiatives, as well as for identifying funding priorities, creating and pursuing multiple strategies for securing private monies and needed funds, and for implementing specific projects and development-related programs.
- Works closely with the SSEC Director, and other staff in establishing funding priorities. Prepares and oversees development of proposals, and prepares and produces case statements, brochures, solicitations, and other development and fund raising materials and publications.
- In collaboration with the OA Director of Institutional Advancement, serves as the senior fundraising authority, counseling staff on matters relating to private funding, advising which funding sources might be appropriate for particular projects and the best manner of approaching them. Regularly briefs the SSEC senior staff on fundraising plans, priorities and activities. Reviews staff contacts with outside parties to identify possible cultivation and stewardship opportunities, advising and assisting other department staff in donor engagement. In this capacity, coordinates work of other staff planning for and securing private support.
- Manages and sustains a portfolio of at least 120 prospects and a proposal pipeline to meet the annual targets and goals. Leads the identification, cultivation and solicitation of donors. Develops and implements stewardship program to support these efforts. Prepares and staffs others when leading these efforts on behalf of SSEC.
- Ensures donations are processed and acknowledged in a timely manner and maintains accurate and timely records for gifts, donors, and prospects in the Institution's advancement information system. Maintains records of solicitations and contacts for self and Director, and activity and accomplishments.
- Prepares development plans for SSEC that clearly outlines objectives, annual expectations and time lines and metrics for evaluation.
- Coordinates fundraising efforts with other units and the Smithsonian Office of Advancement, in support of prospect strategies and programs. Collaborates with the Smithsonian Office of Advancement, other units and colleagues on special projects and/or events.
- The incumbent manages the accurate and timely preparation of all fundraising plans and reports this information to the Smithsonian's Office of Advancement. Serves as liaison to the Office of Advancement, briefing the organization's Director and senior staff on centralized fund raising plans and policies and advising on appropriate and synergistic alignments between the organization and Smithsonian fundraising plans.
- Develops and oversees advancement budget.

Minimum Qualifications:

- Bachelor's degree is required; Master's degree or higher is highly desired.
- At least 10 years of experience in developing, managing and coordinating cultivation and fundraising events and programs and/or establishing and maintaining cooperative work relationships with potential funders, colleagues, and/or organization management and executives.
- Proven ability to develop and manage a fundraising program in a major cultural, scientific, educational and/or non-profit organization. Ability to develop goals and plans of accomplishment.
- Skill in building prospect portfolio and developing prospects. Skill in the creation of the case for support and the development and implementation of fundraising strategies that support the case.
- Ability to plan for, cultivate, and make written and face-to-face solicitations for funding from major donors, foundations, and/or corporations. Ability to make effective and persuasive presentations for support for projects and negotiate gifts.
- Ability to work with a board of volunteers, advisory group, friends group, or other fundraising group and to develop fundraising activities, develop prospects and solicit donors.
- Superior communication skills, both oral and written, as well as excellent interpersonal skills. Must have high degree of confidentiality and organization.

The Smithsonian Institution is a unique complex of 19 museums and galleries, the National Zoological Park, nine research centers, and multiple education and outreach 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. To learn more about the Smithsonian, please visit www.si.edu. Interested candidates should submit their resumes and cover letter to oastaffing@si.edu by April 24, 2019. Please reference in the subject line of your email: SSEC Senior Advancement Officer.

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