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 writer/editor reports to the Director of Advancement Communications and Marketing and works closely with the principal gifts team and others throughout the institution. The incumbent should be a creative thinker with honed skills in researching, writing and editing in all media to support the Smithsonian’s fundraising priorities. She/he will employ a sophisticated, donor-centered approach to develop one-of-a-kind materials at the highest level, incorporating new and emerging techniques to communicate visionary priorities.

Projects include high-impact fundraising proposals and communication pieces for prospective donors; case statements; stories for IMPACT; our annual report; informational brochures; press releases; talking points and digital content, among other projects. In addition, she/he will play an active role in developing high-touch approaches to engaging and stewarding new and existing leadership donors.

Advancement Communications and Marketing covers a broad range of topics, involving all of the Smithsonian's museums, research centers, programs and advancement departments. Experience in writing and editing for a major publication, cultural institution or nonprofit or university is a requirement. Experience working in principal gifts fundraising or major gifts is a plus.

The Office of Advancement oversees and guides fundraising strategy for the entire Smithsonian and is home to a central development team. The advancement team raises significant support for a variety of Smithsonian initiatives and provides services to development teams across the institution, helping them fulfill their funding priorities.

The Smithsonian is a distinctly American institution of 19 museums and galleries, the National Zoological Park, nine research centers and 21 libraries. It is a national—and global—treasure, 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 from abroad, online and in person.
The Smithsonian offers a competitive salary and comprehensive package of benefits. This is not a federal position, but has similar requirements and benefits. Interested candidates should submit their resumes, writing samples and a cover letter to oastaffing@si.edu by August 17, 2019.

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