



### Career Opportunity This is not a Federal Position

We are currently accepting applications to fill the following vacancy:

**Advancement Associate**  
**IS-1001-09**  
**Announcement Number: SITRUST-23-SSEC0313**  
**Number of Vacancies: 1**

**OPEN DATE:** March 8, 2023  
**CLOSING DATE:** April 3, 2023  
**SALARY RANGE:** \$64,957 - \$84,441  
**POSITION TYPE:** Trust Fund  
**APPOINTMENT TYPE:** Temporary  
**SCHEDULE:** Full Time  
**DUTY LOCATION:** Washington DC

**Position sensitivity and risk: Moderate Risk/Public Trust**  
**Open to all qualified applicants**

The Smithsonian Institution provides reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation should contact the point-of-contact listed in the “How To Apply” section below. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. To learn more, please review the Smithsonian’s [Accommodation Procedures](#).

The Smithsonian Institution is an **Equal Opportunity Employer**. We believe that a workforce comprising a variety of educational, cultural, and experiential backgrounds support and enhance our daily work life and contribute to the richness of our exhibitions and programs. See Smithsonian EEO program information: [www.si.edu/oeema](http://www.si.edu/oeema).

#### KEY REQUIREMENTS

- Pass Pre-employment Background Check and Subsequent Background Investigation for position designated as low risk
- Complete a 1-year probationary period
- Maintain a Bank Account for Direct Deposit/Electronic Transfer
- Authorized to work in the U.S. without sponsorship

#### Conditions of Employment

#### COVID-19 VACCINATION REQUIREMENTS:

For the latest information on the COVID-19 vaccination requirements and its impact on your application, click on Smithsonian Institution’s [Frequently Asked Questions](#).

## OVERVIEW

The Smithsonian Science Education Center (SSEC) is an organization of the Smithsonian Institution dedicated to transforming K-12 Education Through Science™ in collaboration with communities across the globe. To achieve its mission, SSEC has four goals: (1) promote authentic, inquiry-based, integrated K-12 science, technology, engineering, and math (STEM) teaching and learning; (2) ensure diversity, equity, accessibility, and inclusion (DEAI) in K-12 STEM education; (3) advance STEM education for sustainable development (STEM4SD); and (4) translate the research and collections of the Smithsonian into meaningful tools and convenings for K-12 teachers and students. SSEC achieves its goals by: (a) building awareness for science education among school leaders; (b) promoting Leadership and Assistance for Science Education Reform (LASER); (c) supporting the professional growth of K-12 teachers and school leaders; (d) developing exemplary K-12 curriculum materials and digital resources (including the comprehensive research-based science curriculum programs: Smithsonian Science for the Classroom; Science and Technology Concepts for Middle School; and Smithsonian Science for Global Goals); and (d) engaging in research. At the heart of SSEC's work is the idea that all youth—regardless of gender, sexual orientation, geography, race, native language, ability, or socio-economic status—should be given the opportunities to learn about the socio-scientific issues that challenge us. The Smithsonian, through the Smithsonian Science Education Center, plays an active role in sparking students' and teachers' interest in STEM to ensure scientific literacy and a sustainable planet.

For additional information about the SSEC visit <https://ssec.si.edu>.

We are currently seeking an Advancement Associate. This position reports to the Division Director of Advancement & Partnerships and works closely with other members of the division on donor stewardship, advancement related special events, donor communications, records management, budgeting, and donor prospect research. The Advancement Associate will manage all technical and administrative duties to all aspects of the advancement programs.

### **Duties include:**

#### *Donor Information/Relations*

- Maintains a portfolio of individual donors that support the Smithsonian Science Education Center's Annual Fund.
- In partnership with the Division Director of Advancement and Partnerships, sets and achieves goals around annual giving, engaging lapsed donors, and upgrading current donors.
- Helps design and execute a series of donor campaigns throughout the year, through online communications, direct mailing, and events.
- Assists the Division Director of Advancement and Partnerships with Major Gift proposals and relations as assigned.
- Cultivates relationships with new donors through prospect research and direct outreach.
- Assists with logistical preparations for special events as assigned, with duties including invitation preparation, facilities management, vendor coordination, and budget tracking.

#### *Gift Processing*

- Manages customized donor acknowledgements on behalf of the Smithsonian Science Education Center, to thank individuals for their gifts, and ensure they know the impact of their donation.
- Prepares and reviews new gifts/payments/pledges recorded by the Office of Advancement.
- Works with the Office of the Gift Registrar to reconcile records.

#### *Data Processing*

- Establishes and maintains database records of donor portfolio engagement, incoming and outstanding gifts/payments/pledges and relevant donor and prospective donor files.
- Monitors information in the SI advancement database, including donor and prospective donor biological information.
- Runs reports and conducts base-level research.

#### *Research*

- Researches and conducts fact-finding regarding interests using available resources.

- Assists advancement staff with research on potential donors with the goal of matching the interests of prospects to upcoming programs, and unit's needs, based on specific guidance and direction.
- Identifies, organizes, and provides information on areas of donor interest for use by staff.
- Drafts profiles of prospects and compiles findings for consideration by advancement staff.

*Administrative Support*

- Maintains donor related aspects of the Smithsonian Science Education Center's website
- Tracks all donor correspondence for assigned portfolio and follows-up to ensure timely action and replies.
- In coordination with staff or supervisor, arranges for meetings, contacts participants, assembles correspondence, mailings, records, reports, and other materials.
- Prepares travel authorizations and vouchers, prepares requisitions and small purchase orders, compiles data for budget submissions, etc.

**QUALIFICATION REQUIREMENTS**

- Bachelors' degree is preferred but not required
- Experience in a large, complex non-profit organization and/or experience working with donors preferred
- Knowledge of working with databases and reports
- Proficient in the use of Microsoft Word, Excel, and PowerPoint
- Excellent oral and written communication skills
- Strong organizational skills and the ability to manage multiple priorities simultaneously

Applicants, who wish to qualify based on education completed outside the United States, must be deemed equivalent to higher education programs of U.S. Institutions by an organization that specializes in the interpretation of foreign educational credentials. This documentation is the responsibility of the applicant and should be included as part of your application package.

Any false statement in your application may result in your application being rejected and may also result in termination after employment begins.

The Smithsonian Institution values and seeks a diverse workforce. Join us in "Inspiring Generations through Knowledge and Discovery."

How To Apply:

<p><b>Please forward a resume, cover letter and salary requirements letter to:</b></p>	<p><b>Point of Contact Name: Kate Echevarria</b>  <b>Email Address: <u>SSEC-HR@si.edu</u></b></p> <p><i>Note:</i> Please include the position title in the subject line.</p>
<p>Applications received on or before <b>April 3, 2023, at 5:00pm (EST)</b> will be considered. 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.</p> <p>What To Expect Next:  Once the vacancy announcement closes, a review of your resume will be compared against the qualification and experience requirements related to this job. After review of applicant resumes is complete, qualified candidates will be referred to the hiring manager.</p>	

Relocation expenses are not paid.

**What are Trust Fund Positions?**

Trust Fund positions are unique to the Smithsonian. They are paid for from a variety of sources, including the Smithsonian endowment, revenue from our business activities, donations, grants and contracts. Trust employees are not part of the civil service, nor does trust fund employment lead to Federal status. The salary ranges for trust positions are generally the same as for federal positions and in many cases trust and federal employees work side by side. Trust employees have their own benefit program and may include Health, Dental & Vision Insurance, Life Insurance, Transit/Commuter Benefits, Accidental Death and Dismemberment Insurance, Annual and Sick Leave,

Family Friendly Leave, 403b Retirement Plan, Discounts for Smithsonian Memberships, Museum Stores and Restaurants, Credit Union, Smithsonian Early Enrichment Center (Child Care), Flexible Spending Account (Health & Dependent Care).