



# Smithsonian Institution

## **Advancement Assistant Archives of American Art**

Come join a team of dedicated staff at an exceptional time in Smithsonian history, as the Institution embarks on a new strategic plan, expands the programming, educational, and scholarly activity of its museums and research centers, and completes its very first Institution-wide fundraising campaign.

Through this national campaign, the Smithsonian is building 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. There is no better time to join this amazing Institution.

The Archives of American Art (AAA) seeks a skilled self-starter interested in the field of Advancement with a demonstrated passion for art to join its team of dedicated staff. The Advancement Assistant provides technical and administrative support, and assists with a full range of administrative and advancement functions including gift processing, maintaining donor information, data processing, prospect and donor research, calendar management, meeting coordination and support, event planning and support, creating spreadsheets, templates, documents and tools, managing mailings, facilitating donor services/stewardship and general administrative support. This position provides an excellent opportunity to gain exposure to many facets of advancement, including individual giving, institutional support, events, donor relations, and operations.

The successful candidate will have previous experience in a fundraising office, demonstrate strong attention to detail, have the ability to multi-task and an interest in strengthening his/her skills in advancement. The ability to take initiative and ownership of projects and to work with minimal direction and supervision is critical. Candidates should possess strong interpersonal skills, writing ability, and organization and attention to detail; an engaging manner; and the commitment to being a member of a strong team. A Bachelor's degree is required.

The Archives of American Art is the largest repository of documentation of the visual arts and culture in the United States. It collects, preserves, and makes available for study records, original papers, photographs, diaries, sketchbooks, and oral history interviews. On the subject of art in America it is the largest such collection in the world, holding more than 20 million documents. The Archives makes its collections easily accessible to a national and international audience through reference centers in Washington, D.C. and New York, N.Y., and via its website, where more than 200 collections are fully digitized.

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](mailto:oastaffing@si.edu) by August 25, 2017.

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