



# Smithsonian Institution

## **Director of Advancement Anacostia Community Museum**

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

The Anacostia Community Museum seeks an experienced, dynamic, front-line fundraiser to assume the role of Director of Advancement. The incumbent will develop and manage the museum's fundraising program and raise major gifts from individual donors, corporations, and foundations for exhibitions, public programs, museum collections, and other initiatives. In addition, as the museum celebrates its 50<sup>th</sup> anniversary throughout 2018, the ideal candidate will develop and execute creative strategies to maximize fundraising and stewardship opportunities around this auspicious milestone.

### **MAJOR DUTIES**

- Directs the advancement program for the Anacostia Community Museum, with responsibility for planning, generating, and executing fund-raising initiatives with an emphasis on major gifts
- Manages a portfolio of up to 100 prospects rated at \$10,000 and higher, including qualification of new prospects, and the cultivation, solicitation, and stewardship of donors through in person visits and communications
- Supervises advancement staff
- Oversees Smithsonian Anacostia Community Museum Advisory Board activities
- Develops written annual work plans, visit and solicitation goals in conjunction with the museum Director, and prepares reports on activities
- Collaborates with museum staff and other Smithsonian units on programs and solicitations

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree is required; Master's degree is highly desired
- Five to seven years of successful experience in major gift fundraising, preferably in museum or community-based nonprofit setting
- A track record of building long-term donor relationships and closing 5-7 figure gifts
- Superior oral and written communication skills, as well as excellent interpersonal and negotiation skills
- Thorough knowledge of all aspects of the fundraising function from managing prospective donors and reporting to superiors to coordinating with fellow fundraisers

- Understanding of and dedication to the mission of the Anacostia Community Museum

The Anacostia Community Museum (ACM) was established by the Smithsonian Institution in September 1967 as the Anacostia Neighborhood Museum in Southeast Washington, D.C. Its vision is to challenge perceptions, generate new knowledge, and deepen understanding about the ever-changing concepts and realities of communities. The Museum's mission explores social issues impacting diverse populations in the DC Metropolitan area to promote mutual understanding and strengthen community bonds through the development of collections, exhibitions, research, education and public programs. ACM collects artifacts, works of art, photographs, documents and paper records, and audiovisual media.

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 February 16, 2018. Please include the position title in your e-mail subject line.

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