Come join a team of dedicated staff at an exceptional time in Smithsonian history, as the Institution develops a new 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 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 Smithsonian Office of Advancement seeks an experienced and creative candidate to fill a Management Support Specialist position in the Friends of the Smithsonian office. The position will play an important role in supporting multiple functions within a growing, dynamic and fast-paced organization. The Management Support Specialist will handle scheduling, travel planning, procurement and reimbursement requests, database entry, spreadsheet creation, correspondence, answering phones, filing, greeting visitors to the suite and providing operational support for the office.

The incumbent will assist with the stewardship of members of the James Smithson Society, Castle Circle and other Smithson Giving Circles. S/he will also provide administrative support in the planning and implementation of events at various Smithsonian venues both locally and out of town, including invitation production and mailing, RSVP management, preparation of name tags, and registration. Occasional evening work is required.

Successful candidates will be very detail-oriented, demonstrate strong organizational and discretionary communication skills, and have the ability to productively support multiple priorities and needs. Candidates must have knowledge and demonstrated experience with current office technology including Microsoft Office Suite. A minimum of two years of related work, a passion for learning and exploration, and the desire to join a dynamic and growing operation should be demonstrated in your application. Experience in complex higher education or a large cultural or environmental organization is preferred.

The Office of Advancement oversees and guides the fundraising efforts of the entire Smithsonian and is home to the central advancement organization for the Institution. In addition to raising significant support for a variety of Smithsonian initiatives, the Office of Advancement provides
support services to advancement offices across the Institution. The office engages with staff throughout the Smithsonian in accomplishing their goals.

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 by January 6, 2017.

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