



# Smithsonian Institution

## **Advancement Assistant National Museum of American History**

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.

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 Advancement Office at the National Museum of American History (NMAH) is seeking qualified candidates to serve as an Advancement Assistant. The position reports to the Deputy Director for External Affairs and works closely with other members of the department to handle list management, prospecting, and assist with development-related special events. The incumbent will provide back up for the gift processing function as well as other technical and administrative duties for the department.

### Duties Include:

- Developing and managing invitation and mailing lists for a wide variety of Museum events and programs
- Researching and prospecting individuals, corporations, foundations, and organizations to increase the Museum's attendance of various events and programs
- Ability to run reports and provide accurate information
- Liaising with staff from the Museum's Development and Public Programming departments to develop and continually expand invitation and mailing lists as well as keep data current
- Entry of reports, actions and other updates to the pan-institutional development database
- Assisting with the paperwork, logistics and execution of development-related special events
- Providing back-up support to the gift processing function to ensure new gifts/payments/pledges are properly recorded by the Museum and the central Office of Advancement
- Assists with other administrative and technical functions for the department.
- Maintains a comprehensive knowledge of the Smithsonian's infrastructure, policies, and procedures

Minimum Qualifications:

- Bachelors' degree is required
- One or more years of relevant experience in fundraising, and/or event planning
- Knowledge of working with databases and reports
- Working knowledge of Microsoft Office and Excel
- Excellent oral and written communication skills
- Strong organizational skills and the ability to manage multiple priorities simultaneously

The Star-Spangled Banner, Abraham Lincoln's pocket watch, Ben Franklin's suit, the Ruby Slippers—these are just a few of the three million objects collected and cared-for by the Smithsonian's NMAH. Through incomparable collections, rigorous research, and dynamic public outreach, NMAH explores the infinite richness and complexity of our nation's history.

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 31, 2017.

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