



Smithsonian Institution

Advancement Assistant Smithsonian Libraries

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

Through the campaign, the Smithsonian built 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 Assistant works in the Office of Advancement of the Smithsonian Libraries for the Smithsonian Institution and provides support across all aspects of the department with an emphasis on gift processing and stewardship. The incumbent will be responsible for processing and acknowledging gifts in a timely manner; maintaining accurate and timely records of gifts, donors, and prospects in the pan-institutional database; various stewardship activities; coordinating donor giving levels; supporting events; and other duties as assigned. Assignments are carried out in a team environment and utilize a variety of software programs and equipment.

Qualified candidates will successfully demonstrate strong communications skills, an ability to successfully manage multiple deadlines, superior organization skills, and a thirst for learning. Experience in a large, complex non-profit organization preferred.

The Smithsonian Libraries is a system of 20 branch libraries and central support services that include a Book Conservation Laboratory and an Imaging Center. Branches are located in Smithsonian museums, research institutes and offices in Washington, D.C., New York City, Edgewater and Suitland, Maryland, and the Republic of Panama.

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 February 28, 2018.

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