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 undertakes its very first Institution-wide fundraising campaign.

The Smithsonian Institution's National Museum of Natural History (NMNH), one of the most visited museums in the United States, invites you to be a part of its dynamic fundraising team, as the Museum conducts a $230 million campaign, which is part of an overall Smithsonian Comprehensive Campaign.

The Museum is seeking an experienced candidate to fill an Advancement Associate position. This position is located in the Office of Advancement, National Museum of Natural History (NMNH), reporting to a Senior Major Gift Officer and will support several frontline development officers.

The Advancement Associate will provide technical and administrative support to the Museum’s advancement program. The incumbent will be responsible for preparing donor materials, solicitation packages, the processing of tracking actions in database, producing drafts of gift letters and correspondence letters. The incumbent will also produce weekly and monthly progress reports in support of the major gift programs.

Successful candidates will demonstrate excellent organizational and time management skills; ability to create productive working relationships within a large, complex organization; good writing and editing skills; ability to manage multiple project deadlines; proven ability to represent organizational needs and interests to a variety of audiences; and skill in a variety of automated systems such as Microsoft Office, Outlook, Excel Spreadsheets and related applications.

**KEY REQUIREMENTS:**
- Pre-employment Background Investigation must be successfully completed.
- Irregular tour of duty to include evenings and weekends may be required for special events.
The Museum has attracted eight-figure gifts in each of the last five years. Our challenge now is to leverage the extraordinary strength of the higher levels of the donor pyramid. We are growing the Museum's donor base at the five-, six- and seven-figure levels, acquiring new donors through annual giving, and moving funders through the giving cycle. Identifying, cultivating, and soliciting new donors at all levels will be critical to the success of the current campaign and NMNH's future fundraising efforts. To learn more about the Museum, please visit http://www.mnh.si.edu.

The Smithsonian Institution offers a comprehensive package of benefits. This is not a Federal Position, but has similar requirements and benefits. For a complete description of benefits, please visit www.sihr.si.edu. To learn more about the Smithsonian, please visit www.si.edu.

Interested candidates should send a cover letter and resume by April 8, 2015 to oastaffing@si.edu. Please include the position title in the subject line of your e-mail. Resumes should include a description of your paid and non-paid work experience that is related to this job; starting and ending dates of job (Month and year); and average number of hours worked per week.

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