Come join a team of dedicated staff at an exceptional time in Smithsonian history, as the Institution continues with 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 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 Associate works in the Smithsonian Institution Traveling Exhibition Service (SITES) and reports directly to the Assistant Director for Advancement. This position provides technical and administrative support to the Assistant Director, as well as to the Director of SITES and the Advancement Specialist managing board relations. This position will handle gift processing and reporting, draft correspondence and other donor relations messaging, record advancement activities in the Institution’s advancement systems, perform prospect and donor research on companies, foundations, individuals, and government agencies, as well as provide a full range of general administrative support to the SITES advancement team.

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 and/or development department preferred.

The Smithsonian Traveling Exhibition Service (SITES) provides a public service to educational, scientific, cultural, and on occasion, commercial institutions by creating, organizing and administering exhibitions for tour and offering related technical services. SITES is a program under the Assistant Secretary for Education and Access (ASEA). Its mission is to serve as the Institution’s ambassador and emissary through traveling and virtual exhibits that bring knowledge, discovery, and experiences to people across America and beyond. SITES’ presence changes lives, institutions and communities.

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 ostaffing@si.edu by November 12, 2015.

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