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 Programming and Stewardship Department within the Office of Advancement is seeking qualified candidates for the position of Advancement Associate. The position works with the Director of Programming and Stewardship and is responsible for supporting, implementing, and managing a consistent and comprehensive program of ongoing stewardship and donor relations strategies for Smithsonian donors at large with focus on leadership donors. The Stewardship and Donor Relations Associate partners with unit advancement staff to strategize enhancements and coordinate motivational stewardship efforts within the Office of Advancement. The Advancement Associate reports to the Director of Programming and Stewardship.

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 Office of Advancement oversees and guides the fundraising efforts of the entire Smithsonian and is home to the central development 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 April 12, 2016.

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