



Smithsonian Institution

Advancement Assistant Smithsonian's National Zoological Park

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 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 Smithsonian's National Zoological Park and Conservation Biology Institute (NZIP) is seeking an Advancement Assistant to provide support to the senior major gifts officer on the NZIP Advancement Team. The Advancement Office is located in the heart of the Zoo, providing an opportunity to work collaboratively with animal keepers, scientists and conservationists who are world leaders in their respective fields. **This is a part-time position, at 20 hours per week.**

The Advancement Assistant provides a variety of support to the senior major gifts officer including donor relations activity, presentation and report preparation, database maintenance, advancement activity tracking and general administrative support. The incumbent performs all duties with a high level of tact, confidentiality, and efficiency. In addition, the incumbent is responsible for facilitating cordial working relationships among staff and with external constituencies.

Qualified candidates will successfully demonstrate strong communications skills, an ability to successfully manage multiple deadlines, superior organization skills, and a thirst for learning. Flexibility, patience, and the ability to handle complex situations are basic requirements for this position. Experience in a large, complex non-profit organization and/or development department preferred. Occasional evening and weekend hours required.

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 August 23, 2017.

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