



Smithsonian Institution

Advancement Operations Manager 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 Operations Manager to provide high-level support to all front-line fundraisers on the NZIP Advancement Team and manage all internal operations of the 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.

The Advancement Operations Manager oversees and provides a variety of advancement, budget, procurement and human resources services. The position is responsible for overseeing budget planning and execution, human resources administration, data management, prospect management, gift processing and general department operations. The position collaborates with staff at the Friends of the National Zoo on membership activities.

Successful candidates will have:

- Minimum of 5 years of experience in a development office, including a familiarity with prospect management, moves management and capital campaigns.
- Demonstrated experience in developing and managing a multi-year departmental budget, including addressing fluctuating needs throughout the fiscal year.
- Demonstrated experience in understanding and adhering to complex procurement procedures.
- Experience in managing diverse fundraising revenue streams from receipt of gift to disbursement for programmatic work ensuring compliance with all accounting procedures.

- Experience in Human Resources functions including hiring, performance evaluations and other policies and procedures involved in organizational personnel actions.
- Demonstrated experience in providing and overseeing advancement services. Experience in a large organization with multiple levels of approval preferred.
- Extremely high attention to detail.
- Skill in written and oral communications.
- Bachelor's degree

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 May 25, 2017.

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