Advancement Specialist
National Museum of Natural History

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 and creative candidate to fill an Advancement Specialist position. This position is located in the Office of Advancement, National Museum of Natural History (NMNH). Reporting to the Annual Giving Officer, the employee will work in coordination with NMNH Advancement staff, NMNH Communications and central Advancement online-giving and communications staff.

Under the direction of the Annual Giving Officer, the Advancement Specialist will plan and execute both the on-line and direct mail annual fund appeals and renewals/fundraising strategy to maximize online and offline annual giving. The incumbent will develop and implement new digital outreach/engagement strategies to identify and solicit potential donors and expand the overall base of support and will also be responsible for the development and implementation of multi-channel donation forms for websites, email, direct mail, events, and telemarketing campaigns and will develop and produce reports using a variety of reporting tools including, data analytics, event registrations, communications statistic tools.

Successful candidates will demonstrate a strong background in fundraising strategy, communications, and possess technical knowledge of digital fundraising practices and techniques, demonstrated by experience in creation of web-based content and with a variety of web-based fundraising tools (Luminate Online/Convio). Interpersonal skills to facilitate work with a diverse group of individuals and ability to work well under pressure and tight deadlines while handling multiple assignments also required.

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.