Come join a team of dedicated staff at an exceptional time in Smithsonian history, as the Institution implements a comprehensive strategic plan, expands programming, educational, and scholarly activity of its museums and research centers, and completes its very first Institution-wide fundraising campaign.

In planning for the campaign, the Smithsonian built a model fundraising organization, one that has met 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 Postal Museum (NPM) seeks qualified candidates to fill an Advancement Specialist position in the External Affairs department. The Advancement Specialist develops and implements strategies to maximize the National Postal Museum’s annual giving program; plans and executes both online and direct mail appeals. She/he develops and implements strategies to identify and solicit potential donors and expand the overall base of support; produces reports using data analytics and event registrations. The incumbent supports the activities of NPM’s Museum of Advisory Council, NPM’s Council of Philatelist, and NPM’s Coordinating Committee. She/he provides oversight to ensure donations are processed and acknowledged in a timely manner and maintains accurate and timely records of gifts, donors, and prospects in the Pan-Institutional Advancement Database. Assignments are carried out in a team environment and utilize a variety of software programs and equipment.

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 preferred.

The National Postal Museum houses and displays the national philatelic and postal history collection, the largest and most comprehensive of its kind in the world. The museum serves as the nation’s premier center for philatelic and postal scholarship and shares its collections with the public through exhibitions, public programs, publications, as well as outreach activities designed for visitors of all ages.

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 September 25, 2015.

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