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.

In planning for the 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 Advancement Specialist develops and implements strategies to maximize the Libraries’ annual giving and digital philanthropy programs; plans and executes both online and direct mail appeals. She/he develops and implements new digital outreach and engagement 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 the Smithsonian Libraries Advisory Board. She/he serves as backup 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 Smithsonian Libraries is a system of 20 branch libraries and central support services that include a Book Conservation Laboratory and an Imaging Center. Branches are located in Smithsonian museums, research institutes and offices in Washington, D.C., New York City, Edgewater and Suitland, Maryland, and the Republic of Panama.

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 22, 2015.

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