Assistant Gift Registrar  
Office of Advancement

Come join a team of dedicated staff at an exceptional time in Smithsonian history, as the Institution continues with a 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.

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 Assistant Gift Registrar is responsible for the creation of documents, database entry and other administrative tasks related to the functions the Gift Registrar Office. The Assistant Gift Registrar learns the gift entry process and assists as necessary with the accurate recording of gifts and pledges to the Institution and tax receipting. Pre-employment Background Investigation must be successfully completed.

Successful candidates will demonstrate:

- Knowledge and experience in gift receipting and gift receipting policies, procedures and regulations.
- Knowledge of development gift account practices.
- Knowledge and ability in a variety of computer programs including Microsoft Word, Excel and Access; other spreadsheet software programs; and database software and accounting systems.
- Ability to interact effectively with all types of people, including Smithsonian staff, corporation and foundation executives, volunteers, and influential members of the community.

The Office of Advancement oversees and guides the fundraising efforts of the entire Smithsonian and is home to the central development organization for the Institution. In addition to raising significant support for a variety of Smithsonian initiatives, the Office of Advancement provides support services to development offices across the Institution. The office engages with staff throughout the Smithsonian in accomplishing their goals.
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. To learn more about the Smithsonian, please visit www.si.edu. Interested candidates should submit their resumes and a cover letter to oastaffing@si.edu by March 8, 2016.

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