Major Gift Officer  
National Museum of African Art

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 African Art (NMAfA) is seeking a highly motivated candidate to fill the Major Gift Officer position. The National Museum of African Art showcases the cultural heritage of Africa, the cradle of humanity. As the continent plays an ever-more central role in the world, the museum’s collections have even greater value for scholars, educators and visitors.

The Major Gift Officer will lead the Museum’s efforts in building the base of individual support for exhibitions, collections, educational and outreach activities, and endowment needs. In this role, the Major Gift Officer will focus efforts on discovery, qualification, cultivation and solicitation of prospects with a giving capacity of $50,000 and higher. Managing a portfolio of up to 100 prospects, the incumbent will secure 5-7 figure gifts that contribute toward the Museum’s $120 million campaign goal. This front-line fundraising position candidate will work closely with the Associate Director of Advancement to lead fundraising efforts and increase the museum’s prominence as the nation’s leading center of African arts scholarship and artistic expression.

Duties include:

- Manage a portfolio of up to 100 prospects rated at $50,000 and higher.
- Develop and implement strategies to solicit 5-7 figure gifts.
- Close 15-20 gifts per year toward an annual, individual dollar goal.
- Create written materials to support fundraising, including visit reports, letters, and proposals.
- Work directly with staff and the Board, using a donor-based, Moves Management approach, for the ongoing identification, cultivation, events, and stewardship of major donors and cultivation of new prospects.
Minimum Qualifications:

- Bachelor’s degree is required
- Five or more years of successful experience in major gift fundraising in a complex organization, preferably a museum or cultural institution.
- A track record of building long-term donor relationships and closing 5-7 figure gifts.
- Successful experience in identifying prospects and making cold calls.
- Superior communication skills, both oral and written, as well as excellent interpersonal skills.
- Understanding of and dedication to the mission of the National Museum of African Art.
- Willingness to travel nationally and internationally approximately 4-6 days per month, and to work evenings and weekends as needed.

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. To learn more about the Smithsonian, please visit www.si.edu.

Interested candidates should submit their resumes and a cover letter by October 29 to oastaffing@si.edu. Please include the position title in your e-mail subject line.

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