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.

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 Smithsonian Office of Advancement is seeking a qualified candidate to serve as Director, Foundation Relations. This position works closely with the Director of Institutional Relations to lead foundation fundraising across the Smithsonian. This is an outstanding opportunity to initiate and grow relationships with national, regional and local foundations in support of the Smithsonian’s new and existing initiatives.

The Director manages a portfolio of foundations and actively engages in the cultivation, solicitation and stewardship of foundation grants. The Director works with the Assistant Director, Foundation Relations, as well as with development officers and program staff within museums, research centers and outreach programs to strengthen their work with foundation prospects and donors. In addition, this position helps to facilitate educational opportunities and creates and manages helpful communication and resource materials for Smithsonian wide use, including RFP’s and foundation news notices.

A Bachelor’s degree and at least six years of foundation relations experience, including prospecting, cultivation, proposal writing and stewardship, and two years of management experience, is required. Strong verbal and written communications skills, along with the ability to build strong working relationships both internally and externally at all levels, are essential. The Director supervises the Assistant Director, Foundation Relations position.

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 advancement 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. Interested candidates should submit their resumes and a cover letter to oastaffing@si.edu by October 23, 2016.

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