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 Institution's National Museum of the American Indian (NMAI) seeks an experienced and dynamic gift officer to serve as a member of its successful fundraising team. This is an exceptional opportunity for an energetic professional with strong frontline fundraising skills to play an important role in building private support for public programs, exhibitions, educational and outreach activities, research, and endowment needs of the Museum. The incumbent will assist the advancement office at NMAI with prospect identification, cultivation, solicitation and stewardship activities. He or she will work creatively to match donor interest with unit priorities, develop funding proposals and negotiate complex gifts.

The successful candidate will possess strong leadership and communications skills, and a track record in building relationships across a spectrum of individual, foundation and corporate donors to achieve aggressive fundraising goals. Progressive fundraising experience, experience with diverse constituents, a drive to succeed, and ability to close major gifts should be demonstrated in your application. Candidates must have strong organizational and communication skills, and the initiative and ability to work independently. Experience with tribal organizations, in complex higher education or a large cultural organization is preferred. The position is based in Washington, DC and reports to the Assistant Director for Advancement. Extensive travel (approximately 25% of the time) is required.

Established in 1989, through an Act of Congress, the Smithsonian’s National Museum of the American Indian is an institution of living cultures dedicated to advancing knowledge and understanding of the life, languages, literature, history and arts of the Native peoples of the Western Hemisphere. The National Museum of the American Indian is comprised of two premier centers for exhibitions and public programs— a museum in Washington, D.C., on the National Mall, and a second museum in Manhattan in New York City. The museum also has a collections, research and conservation facility, the Cultural Resources Center, which is located in Suitland,
Maryland. The three state-of-the-art facilities of the National Museum of the American Indian make it a leading museum about Native peoples of the Western Hemisphere and a popular cultural destination.

The NMAI is developing a new strategic plan for 2017-2022 that will guide the funding priorities. The new plan maps how the NMAI will enhance its outreach, exhibitions, and education offerings with the objective of changing what Americans know about Native American history and culture. New permanent exhibitions, a national teacher training initiative, and building a national Native American Veterans memorial are key projects in need of fundraising support.

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, including title of the position for which they are applying, to asisexaffstaff@si.edu by October 16, 2016.

*The Smithsonian Institution is an equal opportunity, affirmative action employer.*