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 Office of Advancement seeks an Associate Report Writer to serve as an integral member of the Advancement Information Services team. This position fulfills ad hoc requests for information, delivers production support and develops and tests advancement reports. This position performs the following activities:

- Responds to ad hoc requests by utilizing existing reports and utilities, making modifications to existing reports or by writing new SQL or Cognos queries. Formats results to facilitate use by requestors
- Runs production jobs for regularly scheduled reports, data extracts and uploads, verifying output and record counts to ensure accuracy, documents results in job logs and maintains up-to-date operational instructions
- Participates in the development and testing of forms and reports for use within Ellucian Advance, working from technical specifications and test plans
- Applies best practices in systems development and application of technology to support the advancement function

Qualified candidates will have:

- Comprehensive knowledge of Microsoft Office tools (Outlook, Excel, Access, Word, PowerPoint), including the ability to develop and maintain complex Excel spreadsheets with pivot tables, data from multiple sources with clear and effective presentation; translate data formats; import and export between Excel and Access
- Knowledge of SQL at intermediate level sufficient to understand, execute and modify existing queries and procedures and write new ones, use joins, outer joins and subqueries efficiently and familiarity with analytical functions
- Strong written and oral communication skills
• Demonstrated organizational skills and the ability to manage multiple priorities simultaneously
• Bachelor’s degree is required
• Three to five years related experience
• Experience with membership, fundraising or non-profit organization and database preferred, knowledge of Cognos or Tableau is of interest, but not required

The Office of Advancement oversees and guides the fundraising efforts of the Smithsonian and is home to the central advancement 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 accomplished 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. Interested candidates should submit their resumes and a cover letter to oastaffing@si.edu by October 31, 2016.

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