Manager, International Council and Special Projects  
Hirshhorn Museum and Sculpture Garden

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

Through this national 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 Hirshhorn Museum and Sculpture Garden has an immediate opening for an experienced Manager of Patron Membership and Special Projects for a hybrid position that will manage patron membership programs and trips as well as gala event planning. The successful candidate will manage the International Council (a new Hirshhorn membership group at the $25,000 level). The Manager will be responsible for member acquisition, renewal and benefit fulfillment. The Manager also will be responsible for personally cultivating and stewarding these members and identifying members with the potential for restricted giving. The incumbent will be responsible for planning, organizing and implementing one major fundraising gala per year. Additionally the Manager will be responsible for a variety of donor communications including writing letters on behalf of the Director, event invitations and program calendars, remarks for events, briefings, brochures, presentations, and website content updates.

Successful candidates will have:

- Bachelor’s degree is required; Master’s degree is highly desired.
- Four or more years of successful experience in a membership program, preferably at a museum or other cultural institution. Experience in an art museum is highly desired.
- Experience with trip and gala event planning.
- Experience writing materials in support of fundraising.
- Experience designing documents.
- Superior communication skills, both oral and written.
- Ability to easily change writing styles to fit the author, audience and voice of the piece.
• Successful experience in meeting aggressive revenue goals, both dollar goals as well as number of members.
• Successful experience in acquiring new members, upgrading existing members, maintaining strong retention rates, and building a pipeline for major gifts.
• Superior communication skills, both oral and written, as well as excellent interpersonal skills.
• Superior organizational skills and attention to detail.
• Understanding of and dedication to the mission of the Hirshhorn Museum.
• Willingness to work evenings and weekends and to travel as needed.

The Hirshhorn Museum and Sculpture Garden is a leading voice for contemporary art and culture and provides a national platform for the art and artists of our time. We seek to share the transformative power of modern and contemporary art with audiences at all levels of awareness and understanding by creating meaningful, personal experiences in which art, artists, audiences and ideas converge. We enhance public understanding and appreciation of contemporary art through acquisition, exhibitions, education and public programs, conservation, and research.

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 25, 2016.

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