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

In planning for the 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. There is no better time to join this amazing Institution.

The Freer|Sackler seeks a skilled self-starter interested in the cultivation and stewardship of donors to join its team of dedicated staff. We are seeking a Membership Assistant to provide support to the Manager of the Friends of the Freer|Sackler, a high-level patron group that contributes over $500,000 annually to the Galleries. The incumbent also serves as the administrator of the Silk Road Society, the young professionals membership program at the Freer|Sackler.

**Duties**

As Friends Membership Program Assistant:
- Coordinates membership acknowledgments and renewals
- Assists with planning and execution of all Friends events and travel
- Assists with administration of Friends Council meetings, a group of Friends dedicated to raising more revenue through the program
- Assists Membership Manager, as directed

As Administrator of the Silk Road Society:
- Develops, implements, and markets social and/or educational events for members
- Organizes Silk Road Society Advisory Board Meetings and engagement
- Identifies and cultivates new members
- Manages the Silk Road Society budget, income and expense projections for membership

The successful candidate will have:
- One to three years of experience as an assistant or other position that requires independent, high-level organization and support functions
• Proven ability to handle multiple responsibilities and projects simultaneously, often on short deadlines
• Excellent written and spoken communication skills
• Excellent command of Microsoft Word, Excel, and PowerPoint; familiarity with Raiser’s Edge, Patron Manager, PANDA or other fundraising systems preferred
• Master’s Degree preferred

The Freer Gallery of Art and the Arthur M. Sackler Gallery are respectively the oldest and the youngest art museums at the Smithsonian Institution. The co-administered Galleries hold the nation’s extraordinary collections of Asian art and of American art of the late nineteenth century aesthetic movement. The mission of the Galleries is to encourage enjoyment and understanding of the arts of Asia through exhibitions and original research and the preservation of the cultural heritage of Asia. To learn more about the museum, please visit www.asia.si.edu.

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 asiaexaffstaff@si.edu by May 27, 2016.

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