Come join a team of dedicated staff at an exceptional time in Smithsonian history, as the Institution implements a new comprehensive strategic plan, expands the programming, educational, and scholarly activity of its museums and research centers, and undertakes 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. 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 Membership Lead/Systems Analyst works in the Office of Advancement for the Smithsonian Institution. The Membership Lead performs all systems analysis to support Smithsonian membership programs, leads the membership technical team and provides technical and business process leadership to membership staff, maximizing the utility of the Pan-Institutional Database for Advancement (PANDA). The Membership Lead uses advanced business analysis concepts and a comprehensive knowledge of fundraising management principles to resolve highly complex operational issues and meet the philanthropic objectives of the Smithsonian. The Membership Lead:

- Applies technical and membership expertise and business analysis concepts to identify, evaluate, define, develop, and enhance complex systems and procedures through research and an understanding of applicable business systems and industry requirements.
- Gathers, analyzes, and documents membership business and user needs. Develops functional and technical specifications.
- Designs and develops reports (quick ad hoc queries and production reports) and related analytics to support internal operations and programmatic data needs.
- Plans and executes all levels of testing (unit, system, user acceptance, volume)
- Manages delivery of membership reports, data extracts and interfaces in accordance with the production schedule
- Supports membership users in efficient and effective use of PANDA and recommendations of best practices in marketing, segmentation and reporting through informal coaching, training sessions, participation in interest groups and presentations.
- Leads cross-functional teams to solve complex membership or systems issues.
This work is completed using systems development life cycle methodology.

Qualified candidates will have functional experience in fundraising and membership, including: membership, fulfillment, individual giving, online giving and annual giving; membership databases, data management and reporting; direct marketing techniques used in acquisition, renewal and appeals and combine this functional experience with technical skills.

Technical skills required are: knowledge of specific technologies used to support the membership function: demonstrated application of the system development life cycle and quality assurance, knowledge of SQL, relational database structure and complex membership databases. Successful candidates will have strong interpersonal and communications skills necessary to work with technical and nontechnical staff, experience leading work groups, critical thinking, data analysis and design skills, attention to detail, strong Microsoft Office skills, an ability to manage multiple deadlines and completing priorities, superior organization skills, and a thirst for learning. Experience in using a fundraising database and six years of applicable job experience is required.

The Office of Advancement oversees and guides the fundraising efforts of the entire 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 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. Interested candidates should submit their resumes and a cover letter to oastaffing@si.edu by April 8, 2015.

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