Major Gift Officer  
National Museum of Natural History

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.

The Smithsonian Institution's National Museum of Natural History (NMNH), one of the most visited museums in the United States, invites you to be a part of its dynamic fundraising team, as the Museum conducts a $230 million campaign, which is part of an overall Smithsonian Comprehensive Campaign.

The Museum is seeking an experienced and creative candidate to fill up a Major Gift Officer (MGO) position. This position is located in the Office of Advancement, National Museum of Natural History (NMNH) and reports to the Museum’s Associate Director for Development/Chief Development Officer.

Working under the direction of the Museum's Chief Development Officer, the MGO position will play an important role in building and managing national portfolios of major gift prospects, expanding the scope and scale of the Museum’s fundraising efforts, and in helping formulate strategy and implementation of plans to achieve fundraising goals. The MGO will be responsible for securing contributions from individuals, foundations, corporations, and other organizations by discovering and cultivating productive relationships with prospective donors.

Successful candidates will demonstrate strong organizational and communication skills, and the initiative and ability to work independently. A minimum of four years of progressive fundraising experience, a passion for learning and exploration, and the desire to join a dynamic and growing operation should be demonstrated in your application. Experience in complex higher education or a large cultural or environmental organization is preferred.

**KEY REQUIREMENTS:**
- Pre-employment Background Investigation must be successfully completed.
- Irregular tour of duty to include evenings and weekends may be required for special events.
- Extensive travel required.
The Museum has attracted eight-figure gifts in each of the last five years. Our challenge now is to leverage the extraordinary strength of the higher levels of the donor pyramid. We are growing the Museum's donor base at the five-, six- and seven-figure levels, acquiring new donors through annual giving, and moving funders through the giving cycle. Identifying, cultivating, and soliciting new donors at all levels will be critical to the success of the current campaign and NMNH's future fundraising efforts. To learn more about the Museum, please visit http://www.mnh.si.edu.

The Smithsonian Institution offers a competitive salary and comprehensive package of benefits. This is not a Federal Position, but has similar requirements and benefits. For a complete description of benefits, please visit www.sihr.si.edu. To learn more about the Smithsonian, please visit www.si.edu.

Interested candidates should send a cover letter and resume by April 8, 2015 to oastaffing@si.edu. Please include the position title in the subject line of your e-mail. Resumes should include a description of your paid and non-paid work experience that is related to this job; starting and ending dates of job (Month and year); and average number of hours worked per week.

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