The National Portrait Gallery tells the story of America by portraying the people who shape the nation’s history, development and culture. Through its permanent collection of 23,000 portraits, an active calendar of changing exhibitions, and engaging educational programs for audiences of all ages, the museum explores the diversity of the American people and works to expand the boundaries of portraiture. The Portrait Gallery is in the midst of a $25 million fundraising campaign and has created the new position of Advancement Communications Specialist to support this goal.

The National Portrait Gallery is seeking a talented writer with an eye for design to serve as project manager, principal writer, designer, and editor for a wide variety of communications that focus on donor engagement, solicitation, and stewardship. These will include: major gift proposals, stewardship reports (both narrative and financial), case statements, project summaries (including budgets), letters on behalf of the Director, event invitations, remarks for events, briefings, brochures, presentations, and website content updates.

Reporting to the Director of Advancement, the Advancement Communications Specialist will support the Director of the National Portrait Gallery, the Director of Advancement, two major gift officers, and the Board of Commissioners.

Duties:
- Research, write, and design materials in support of fundraising priorities, managing them from inception through delivery
- Maintain a clear understanding of advancement goals, strategies, and messages, and articulate this information appropriate and effectively
- Independently incorporate changes, comments, and critiques from multiple reviewers using exceptional writing and editing skills
- Collaborate with colleagues in Public Affairs to plan and implement communications that uphold NPG messaging, tone, and brand guidelines
- Assist curators, historians, and other professional staff with their proposal submissions, both for external and internal funding, and track all activity
- Write remarks for the Director and other museum leaders to deliver at a wide variety of donor events and speaking engagements
- Staff museum executives and volunteer leadership by writing briefings, talking points, and follow-up letters
- In collaboration with gift officers, develop and execute a stewardship plan for major donors
- Maintain a small portfolio of at least 25 foundations and, in collaboration with the Director of Advancement, close at least 6 gifts per year of 5-6 figures each
- Prepare Board books and other communications for the Board of Commissioners
- Manage multiple projects simultaneously, and turn around projects on tight deadlines (often within one business day)

Successful candidates will have:
- Bachelor’s degree, preferably in English, Writing, or Marketing
- Experience writing materials in support of fundraising
- Superior communication skills, both oral and written
- Ability to easily change writing styles to fit the author, audience and voice of the piece
- Ability to translate complex ideas into language easily comprehensible to non-specialists
- Knowledge of fundraising strategies, principles, and techniques
- Ability to take ownership of projects and work with minimal direction and supervision
- Understanding of and dedication to the mission of the National Portrait Gallery

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 December 26, 2014.

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