Philanthropy Initiative Coordinator  
National Museum of American History

The Star-Spangled Banner, Abraham Lincoln’s pocket watch, Ben Franklin’s suit, the Ruby Slippers—these are just a few of the three million objects collected and cared-for by the Smithsonian’s National Museum of American History (NMAH). Through incomparable collections, rigorous research, and dynamic public outreach, NMAH explores the infinite richness and complexity of our nation’s history.

The National Museum of American History is working on a grant-funded project which will combine exhibition and programmatic elements to explore the history of philanthropy in America and the impact of philanthropy both in America and around the world. The Development Office of the Museum is seeking qualified candidates to serve as the program manager for this new initiative.

The incumbent will plan all aspects of a 5-year, annual program event as well as develop and maintain an active online presence for the program and its related curatorial and collecting initiatives. The annual program event may be in the form of lecture, symposia, panel discussions or some combination thereof. In addition, the incumbent will provide administrative support on an as-needed basis for curatorial collecting initiatives from noted philanthropists. The Manager of the Philanthropy Initiative will be responsible for completing all reporting requirements associated with this grant-funded program and for managing the project budget. The position will provide both administrative and, if necessary, front-line development support for the Office of External Affairs. The position reports to the Deputy Director for External Affairs and works closely with the Associate Director for External Affairs as well as the Director of Individual Giving. The incumbent will be skilled in fundraising and programmatic event planning and the position will require interaction with high-profile individuals. This is a five-year, grant-funded position.

Duties Include:

- Planning and execution of annual program event in the form of lecture, symposia, panel discussion or a combination thereof. Planning of additional events if needed/as program develops.
- Development and maintenance of website related to program event and ongoing collecting and exhibition initiatives.
- Identifying external partners and maintaining a schedule of regular conference calls and/or meetings with those partners.
- Strategic development of invitation lists, program content, event follow-up and evaluation process.
- Providing administrative support to curator(s) working on collecting initiative and exhibition.
- Completing reporting requirements for the grant.
- Managing the project budget.
- Providing front-line development and administrative support to the Office of External Affairs.
- Writing briefings, talking points, remarks and follow-up correspondence for Museum leadership.
- Maintaining a comprehensive and detailed knowledge of the Smithsonian’s infrastructure, policies, and procedures.

Minimum Qualifications:

- Bachelors’ degree is required.
- Three to five years of relevant experience in fundraising, meeting and event planning.
- Excellent oral and written communication skills as well as the ability to interact with high-profile individuals.
- Strong organizational skills and the ability to manage multiple priorities simultaneously.
- Some travel will be required. Willingness to work evenings and weekends as required.

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.*