Assistant Director, Smithsonian Giving Circles
Office of Advancement

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

Through this national 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 Smithsonian Office of Advancement seeks experienced and creative candidates to fill the position of Assistant Director, Smithsonian Giving Circles. Giving Circles provide needed unrestricted funds and include the James Smithson Society, members of which contribute $2,500 to $25,000 annually; and the Castle Circle, members of which contribute $1,000 to $2,499 annually; and member and donor programs affiliated with specific museums and research centers.

The Assistant Director will be responsible for developing and implementing strategies for growth in membership and revenue from annual Castle Circle members, the largest giving circle at the Smithsonian, which expects to generate nearly $900,000 in revenue for fiscal year 2015. The incumbent will also manage a portfolio of the top tier Castle Circle members to cultivate and solicit for James Smithson Society membership, and to identify and make recommendations for planned and major gifts. The incumbent will also implement and manage donor stewardship for both the Castle Circle and James Smithson Society. Responsibilities include collaboration and counsel to Smithsonian Giving Circles; management of the annual Castle Circle event; and planning and implementation of presenters, venues, tours, and programmatic content for the Annual Smithsonian Weekend, an event hosted by the Secretary of the Institution and produced by the Office of Advancement.

Successful candidates will demonstrate strong organizational and communication skills, and the initiative and ability to work independently. A minimum of five 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. Experience in successful annual giving and direct response techniques may be given a preference, but is not required. Some travel is required.
The Office of Advancement oversees and guides the fundraising efforts of the entire Smithsonian and is home to the central development organization for the Institution. In addition to raising significant support for a variety of Smithsonian initiatives, the Office of Advancement provides support services to development 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. This is not a Federal Position, but has similar requirements and benefits. To learn more about the Smithsonian, please visit www.si.edu. Interested candidates should submit their resumes and a cover letter to oastaffing@si.edu by April 11, 2016. [DATE], 2015.

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