



Smithsonian Institution

Prospect Management Specialist Office of Advancement

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 completes its very first Institution-wide fundraising 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 Prospect Management Specialist works in the Office of Advancement for the Smithsonian Institution and is responsible for the development, maintenance, monitoring and continuing operation of the prospect management system. This position plays a critical role in analyzing prospect portfolios and providing accurate reports regarding the status of the portfolios, contacts, movement through solicitation cycles, and related prospecting activity. The Prospect Management Specialist implements prospect management functions and reports from the Pan-Institutional Database (PANDA) to ensure an efficient gift cycle. The incumbent plays a role in developing and enforcing procedures and policies for prospect management and coordination for the Institution's individual, foundation, and corporate gift prospects. This position serves as the lead trainer for the Prospect Management department, training all new employees on Prospect Management policies and procedures.

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 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. This is not a Federal Position, but has similar requirements and benefits. Interested candidates should submit their resumes and a cover letter to oastaffing@si.edu by May 17, 2017.

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