Prospect Research Analyst
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 undertakes its very first Institution-wide fundraising campaign.

In planning for the 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 Research Analyst is responsible for independently and proactively conducting prospect research and identification for Smithsonian priority initiatives, using financial data, information from multiple news sources and wealth screening services. The Prospect Research Analyst responds to requests for information on major gift prospects from Smithsonian units and gift officers; identifies and interprets assets; provides philanthropic capacity estimates on prospective donors; updates development database with research information and prospect tracking data; and serves as a liaison to several Smithsonian units. The incumbent will be self-motivated and detail-oriented, accurate and professional at all times; must be precise, diplomatic, dedicated, and mature as well as flexible and able to work well under pressure.

Minimum requirements:

- Bachelor’s degree with at least 3 years experience in development research.
- Proficient computer and internet skills.
- Excellent communication skills.
- Demonstrated ability to work independently.
- Strict adherence to ethical and confidentiality guidelines of both the Smithsonian Institution and the Association of Professional Researchers for Advancement (APRA) at all times.

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. Interested candidates should submit their resumes and a cover letter to ostaffing@si.edu by October 23, 2015.

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