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

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 Astrophysical Observatory is seeking qualified candidates for the position of Advancement & External Affairs Specialist. This position assists advancement and external affairs staff with high levels of support functions associated with donor activities including: gift accounting, stewardship, donor relations; and external affairs activities including: communication, research and events. Event planning, to include board events, is a critical competent of this position. This position reports to the Chief Advancement and External Affairs Officer.

Qualified candidates will successfully demonstrate strong communications skills, an ability to successfully manage multiple deadlines, superior organization and customer service skills as well as a thirst for learning. Experience in a fundraising capacity in a large, complex non-profit organization preferred.

The Smithsonian Astrophysical Observatory (SAO) is a research institute of the Smithsonian Institution. It is joined with the Harvard College Observatory to form the Harvard-Smithsonian Center for Astrophysics (CfA). The CfA is the world's largest and most diverse center for the study of the Universe, comprising the astronomy and astrophysics programs of two renowned scientific institutions: the Smithsonian Institution and Harvard University.

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 January 9, 2017.

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