



Smithsonian Institution

**Senior Advancement Program Specialist (Donor Relations & Stewardship)
National Museum of African American History and Culture
IS-1001-13 (\$94,796- \$123,234)**

Come join a team of dedicated staff at an exceptional time in Smithsonian history, as the National Museum of African American History and Culture, the newest museum in the Smithsonian family, implements a new strategic plan, expands its programming, educational, and scholarly activity, and launches its first comprehensive fundraising campaign post-opening in September 2016.

This museum is building a model fundraising infrastructure, 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 both the museum and the Smithsonian itself.

The Smithsonian National Museum of African American History and Culture (NMAAHC) has an opening for an experienced and dynamic Senior Advancement Program Specialist (Donor Relations & Stewardship) to help build the base of individual support for the Museum's exhibitions, collections, educational and outreach activities, and endowment needs. The Senior Advancement Program Specialist (Donor Relations & Stewardship) ensures that donors experience high-quality interactions with the NMAAHC that foster long-term engagement and investment. The incumbent's efforts contribute to facilitating gifts and retaining donors that fulfill a significant amount of the unit's overall fundraising goals, the progress of various internal programs, and/ or the funding of substantial number of Trust positions. This fundraising position reports to the Assistant Director of Advancement.

MAJOR DUTIES

- Develop, implement and maintain a consistent donor recognition program that incorporates opportunities and mechanisms for meaningful donor recognition.
- Manage and oversee donor recognition through correspondence materials, events, programs, and opportunities such as include large-scale events and intimate gatherings.
- Analyze and advise the Director of Advancement and NMAAHC senior staff of information and materials that should be made available to donors and approaches for the donor relations program.
- Evaluate the impact and effectiveness of donor relations efforts and advises management on ways to improve.

- Develop a communications schedule and implement programs designed to engage donors, including: preparing newsletters; sending electronic and written correspondence; scheduling donor events; developing invitation lists to events and activities, responding to donor inquiries, and providing updates on the museum's progress.
- Design and execute appropriate events for the cultivation and stewardship of major donors.
- Maintain a comprehensive and detailed knowledge of the Smithsonian's infrastructure, policies, and procedures, particularly with regard to gift and donor policies.
- Supervise Donor Relations and Stewardship staff.

MINIMUM QUALIFICATIONS

- One year of specialized managing a donor recognition program, advising on donor relation and stewardship strategies, and developing procedures designed to steward and build long-term relationships with donors in a complex organization, preferably a museum or cultural institution.
- Bachelor's degree is highly desired; Master's degree is preferred.
- Successful experience in identifying prospects and making cold calls.
- Superior communication skills, both oral and written, as well as excellent interpersonal skills.
- Skill in analyzing donor relations programs and developing recommendations to improve.
- Willingness to travel locally and nationally, approximately 4-6 days per month, and to work evenings and weekends as needed.

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 by August 13, 2017 to oastaffing@si.edu. Please include the position title in your e-mail subject line.

Please note: This position is temporary not-to-exceed 2 years with the possibility of extension.

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