



Smithsonian Institution

Senior Advancement Program Specialist (Planned Giving) 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 Planned Giving Officer to help build the base of institutional support for the Museum's exhibitions, collections, educational and outreach activities, and endowment needs. The Senior Planned Giving Officer will discover and qualify new prospects. Managing a portfolio of potential planned giving prospects, the Senior Planned Giving Officer will secure 5-7 figure gifts that contribute toward the Museum's annual and campaign goals. This front-line fundraising position reports to the Director of Advancement.

MAJOR DUTIES

- Manage a portfolio of potential prospects with a capacity for planned giving
- Identify, track, cultivate and solicit a portfolio of potential and active planned giving prospects
- Negotiate terms of planned giving agreements with donors and their advisors, subject to approval of the appropriate NMAAHC and SI staff.
- Support senior leadership with research, briefing documents, and strategy development for the engagement of planned giving prospects.
- Maintain accurate and complete records of all planned giving activities.
- Coordinate and work collaboratively with the SI central Planned Giving office on prospects, proposals, gift agreements, and other programmatic elements.
- Ensure all meetings and gifts are acknowledged by appropriate parties in a timely fashion.
- Conducts initial review of completed documents to ensure that they comply with SI standards, IRS guidelines, and are in the Museum's best interest.

- Identify opportunities for cultivation events in NMAAHC target cities. Attends campaign events to cultivate and steward donors and advance the campaign to targeted audiences.
- Maintain a comprehensive and detailed knowledge of the Smithsonian's infrastructure, policies, and procedures, particularly with regard to gift and donor policies.

MINIMUM QUALIFICATIONS

- One year of specialized experience soliciting, negotiating and closing planned giving agreements in a complex organization, preferably a museum or cultural institution.
- Bachelor's degree is highly desired; Master's degree is preferred.
- In-depth knowledge of the complexities of planned giving (i.e. financial planning, estate planning, tax laws, wills, trusts, etc.)
- Successful experience in identifying planned giving prospects and making cold calls.
- Superior communication skills, both oral and written, as well as excellent interpersonal skills.
- Ability to use a donor database system to document and track prospect information and interactions.
- 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.