Advancement Assistant  
Smithsonian Environmental Research Center

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.

Job Summary: Located at SERC’s headquarters in Edgewater, Maryland, the incumbent will provide administrative support for development activities; coordinate development activities within SERC offices and with other units within the Smithsonian Institution; help coordinate special events; manage databases; coordinate administrative and reporting tasks with the central Smithsonian Institution; interact with prospects and donors; coordinate activities of advisory board and volunteer committees; maintain files, budgets, and correspondence. This position supports the SERC Development Program and the mission and goals of SERC, and reports to SERC’s Director of Development as part of the SERC Directorate.

Qualifications: The ideal candidate will have the excellent oral and writing skills necessary to operate in a fundraising environment. In addition, knowledge and demonstrated experience in providing high-level administrative support, managing time and resources independently, managing multiple tasks and use of Microsoft Office software is required. She or he will bring demonstrated experience in managing databases, using standard commercial software (e.g. MS-Access). Event management and coordination, volunteer management experience and/or a working familiarity with national environmental issues is a plus. Prior experience in development and/or the Smithsonian Institute or a similarly large, complex non-profit organization are desired, but not required. This is NOT a federal position.

About SERC: The Smithsonian Environmental Research Center (SERC) is a research institute of the Smithsonian Institution dedicated to ecological and environmental research and education. Research and education at SERC focuses on ecosystems and the impact of humans on the environment, especially in coastal zones. SERC uses the special geographic features of Chesapeake Bay and other coastal sites in the U.S. and abroad to conduct long-term, intensive
analyses of a complex landscape of interconnected ecosystems at the land/sea interface. Please see more about SERC at www.serc.si.edu

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 April 8, 2015. Please include the title of the position in the subject line of the email.

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