Come join a team of dedicated staff at an exceptional time in Smithsonian history, as the Institution continues 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 Libraries (SIL) has an opening for an experienced and dynamic Director of Advancement responsible for developing and managing the Libraries’ fundraising program and generating private support for the acquisition of library materials, conservation, digitization, fellowships, exhibitions and educational programs. The Director of Advancement supervises a team of three staff members that assist the Advancement program and manage special events, annual giving and public affairs.

MAJOR DUTIES

- Directs the Advancement program and campaign-related strategies for the Smithsonian Libraries, with responsibility for planning and executing major and annual gift fundraising initiatives.
- Manages a portfolio of up to 100 prospects rated at $25,000 and higher.
- Supervises Advancement and Public Affairs staff.
- Oversees Smithsonian Libraries Advisory Board activities.
- Collaborates with other Smithsonian units on programs and solicitations.

MINIMUM QUALIFICATIONS

- Bachelor’s degree is required; Master’s degree is highly desired.
- Four or more years of successful experience in major gift fundraising in a complex organization, preferably a library, university or cultural institution.
- A track record of building long-term donor relationships and closing 5-7 figure gifts.
- Superior communication skills, both oral and written, as well as excellent interpersonal skills.
- Understanding of and dedication to the mission of the Smithsonian Libraries.

The Smithsonian Libraries is a dispersed system of twenty one libraries and central support services that provide information and scholarly resources to Smithsonian scientists, curators, and historians and, through the Libraries’ website (library.si.edu), to the general public. The Smithsonian Libraries is positioned as one of nine Smithsonian research centers. With over 2
million items (including 50,000 rare books and manuscripts) in its print and digital collections, the Libraries provides a diversity of reference services and exhibition and education activities that support the mission of the Smithsonian and highlight the collections. A Book Conservation Laboratory and Digital Imaging Center help to preserve valuable items and broaden access to the Libraries’ holdings.

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 November 4, 2016. Please include the position title in your e-mail subject line.

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