



Smithsonian Institution

Assistant Director for Advancement National Portrait Gallery

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 completes its very first Institution-wide fundraising campaign.

The Smithsonian is building a model fundraising infrastructure, one that will meet the growing needs of this unique organization and offer excellent professional opportunities. This new 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's National Portrait Gallery seeks a charismatic and creative Assistant Director of Advancement to join its hard-working, fast-paced advancement team in building the base of supporters for the Museum. The Museum has significantly grown its advancement department in the last two years and, as a result, has seen dramatic increases in fundraising performance. Our challenge is to maintain this rate of growth beyond the museum's \$25 million comprehensive campaign, which concludes in 2018, the Portrait Gallery's 50th anniversary year.

The incumbent will focus on discovery, qualification, cultivation, and solicitation of prospects with a giving capacity of \$100,000 and higher. S/he will supervise up to two gifts officers and one advancement associate. Managing a portfolio of up to 100 prospects, the Assistant Director of Advancement will secure 6-7 figure gifts that contribute toward the museum's \$5.5 million annual goal. This position is one of ten staff in the Office of Advancement at the National Portrait Gallery and reports to the Director of Advancement.

The Assistant Director of Advancement will:

- Lead fundraising efforts of Major Gifts and Donor Programs, including all giving circles
- Supervise up to two major gifts officers and an advancement associate
- Ensure that project-specific fundraising stays on track and meets performance goals
- Develop and implement strategies focused on endowment giving
- Serve as relationship lead to select Commissioners and manage Commissioner giving strategies
- Build and manage a national portfolio of 75-100 prospects rated at \$25,000 and above
- Develop and implement strategies to solicit 5-7 figure gifts, working with staff to do the same
- Personally close 10-15 major gifts per year toward an annual, individual dollar goal

- Staff Museum executives and volunteer leadership, including preparing briefings, talking points, and follow-up letters
- 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
- Travel with Museum leadership and independently to build a more national base of donors

Qualified candidates must have a bachelor's degree and at least five years of front-line fundraising experience, preferably within a large cultural institution or arts-related nonprofit. Must have a proven track record of fundraising success, including successfully identifying cold prospects and bringing them through the cultivation cycle to close six- and seven-figure gifts and above. In addition to possessing superior relationship management skills and the initiative and ability to work independently, the successful candidate must have the gravitas and leadership presence to supervise staff and interact with high-level donors and arts patrons, as well as curatorial, administrative, and board leadership.

The Assistant Director of Advancement will be assigned to prospects in Washington, DC and in 2-3 other key regions across the country. Extensive travel is required as well as evening and weekend work to execute and assist with a variety of special events, tours, and meetings. A passion for history, art, and biography is a plus.

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. To learn more about the Smithsonian, please visit www.si.edu. Interested candidates should submit their resumes and a cover letter by October 16, 2017 to oastaffing@si.edu. 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.