



# Smithsonian Institution

## **Major Gifts and Membership Associate 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 National Portrait Gallery has an immediate opening for an experienced Advancement Associate to assist with Major Gifts and lead its Portrait Circle and Portrait Patrons programs to the next level of success. The Portrait Gallery manages a robust major gifts program, a major component of the museum's \$5.5M annual fundraising goal. Established in 2003, the Portrait Circle is the Gallery's membership society responsible for securing unrestricted support through \$1,000 - \$10,000 giving levels. In 2013, the Portrait Circle counted on 36 members contributing more than \$110,000 in support of the Gallery's mission and has grown to 71 members contributing over \$300,000. The Portrait Gallery plans to continue the growth of this program in 2018, its 50th Anniversary year. The Portrait Patrons program was started in 2016 and raised 50% more than anticipated in its first year. This nascent giving program facilitates gifts up to \$1,000 and has had remarkable success in its first year, with significant growth potential.

The position will manage the Portrait Circle and Portrait Patrons programs, responsible for member acquisition and renewal, benefit fulfillment, and event planning. The Associate also will be responsible for personally identifying and then cultivating and stewarding Portrait Circle members who have the potential to become major donors. This position is one of ten staff in the National Portrait Gallery's Office of Advancement, and reports to the Assistant Director of Advancement.

### Duties:

- Plan a comprehensive calendar of Portrait Circle events to fulfill promised membership benefits and attract new members
- Design and execute all Portrait Circle events, including program development, talking points, and logistics
- Draft briefings and annotated guest lists with photos and bios for all guests at each event.
- Develop and implement strategies to acquire new members.

- Meet with the Portrait Circle Co-Chairs as required and develop succession plans for co-chair positions
- Manage membership renewals with personal attention to each donor
- Maintain up-to-date records for all Portrait Circle members in the shared advancement database.
- Document all event invitations, attendance lists, solicitation and stewardship mailings, contact reports, and other activity in the shared advancement database.
- Assist with major donor cultivation events, including an annual event for planned gift donors, donor travel programs, small dinners with the NPG Director, lunch meetings, and other events as requested.
- Assist the major gifts team with prospect lists and research as needed.
- Personally identify and steward members of the Portrait Circle who have capacity to make a major gift, working with the major gifts team to cultivate them for the next level of giving.
- Identify targeted opportunities for stewardship of current major donors, making suggestions and assisting with preparation of materials and invitations.
- Prepare reports, presentations, board books, and mailings, as requested.
- Maintain a comprehensive and detailed knowledge of the Smithsonian's infrastructure, policies, and procedures.

#### Minimum Qualifications:

- Bachelor's degree is required; Master's degree is highly desired
- Two or more years of successful experience in a membership program, preferably at a museum or other cultural institution. Experience in an art museum is highly desired
- Some experience working face-to-face with donors and prospects
- Successful experience in meeting aggressive annual goals, both dollars goals as well as number of members
- Successful experience in acquiring new members, upgrading existing members, maintaining strong retention rates, and building a pipeline for major gifts
- Superior communication skills, both oral and written, as well as excellent interpersonal skills
- Understanding of and dedication to the mission of the National Portrait Gallery
- Willingness to work evenings and weekends and to travel as needed

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](http://www.si.edu). Interested candidates should submit their resumes and a cover letter by October 23, 2017 to [oastaffing@si.edu](mailto: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.*