



Smithsonian Institution

Director of Advancement National Postal Museum

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.

MAJOR DUTIES

- Directs the Advancement program for the National Postal Museum, with responsibility for planning and executing major and annual gift fundraising initiatives including individuals, corporations and foundations.
- Manages a portfolio of up to 100 major donors and major donor prospects.
- Supervises Advancement staff.
- Works with two major advisory groups: the activities of the Museum of Advisory Council and the Council of Philatelists.
- Collaborates with other Smithsonian units on programs and solicitations.
- Responsible for developing and adhering to budget including purchasing.
- Creation of a planned giving program.
- Member of the Senior Team providing leadership and guidance.

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 university or cultural institution.
- A record of accomplishment of building long-term donor relationships and closing 5-7 figure gifts.
- A record of accomplishment of meeting and exceeding fundraising goals.
- Superior communication skills, both oral and written.
- Excellent interpersonal skills.
- Understanding of and dedication to the mission of the National Postal Museum.

The National Postal Museum houses and displays the national philatelic and postal history collection, the largest and most comprehensive of its kind in the world. The museum serves as the

nation's premier center for philatelic and postal scholarship and shares its collections with the public through exhibitions, public programs, publications, as well as outreach activities designed for visitors of all ages. The National Postal Museum, building off the successful institution-wide fundraising campaign, is positioning itself for significant growth as it turns 25 this coming year. The museum has seen double digit increase in visitation over the past couple of years. Come join the National Postal Museum at this exciting time.

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 October 30, 2017. 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.