Come join a team of dedicated staff at an exceptional time in Smithsonian history, as the Institution 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 the successful candidate a chance to make a significant impact on the future of the Smithsonian. There is no better time to join this amazing Institution.

The Smithsonian Latino Center (SLC) is seeking qualified candidates for the position of Advancement Associate. The position provides technical and administrative support and will assist with a full range of development functions including drafting documents and presentations, conducting donor research, implementing various appeal campaigns, assisting with donor events and board meetings; as well as performing data management and gift processing. From time to time, the position may supervise an Advancement Intern. The Advancement Associate reports to the Senior Advancement Officer of the Smithsonian Latino Center.

Qualified candidates will successfully demonstrate strong communications skills, an ability to successfully manage multiple deadlines, superior organization and customer service skills, as well as a thirst for learning. Experience in a fundraising capacity in a large, complex non-profit organization preferred. Board relations experience also desired. Some travel required. This is a temporary position with an initial appointment period of one year.

The Smithsonian Latino Center (SLC) is an Educational Outreach and Research Center of the Smithsonian Institution focused on ensuring that Latino contributions to art, science, and the humanities are highlighted, understood and advanced through the development and support of public programs, scholarly research, museum collections and its affiliated organizations across the United States.

The Smithsonian Institution (SI) 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. Interested candidates should submit their resumes and a cover letter to odstaffing@si.edu by Friday, May 30, 2014. *The Smithsonian Institution is an equal opportunity, affirmative action employer.* Candidates of all backgrounds are encouraged to apply.