



**Wilson
Center**

Independent Research, Open Dialogue & Actionable Ideas

VACANCY ANNOUNCEMENT

ANNOUNCEMENT: WC-15-06T

POSITION:	Associate Vice President for Development and Director of Leadership Gifts	OPENING DATE: January 14, 2015 CLOSING DATE: February 4, 2015
SALARY: AE-0301-00 (\$160,000 - \$170,000) Salary will be commensurate with experience.	LOCATION: WASHINGTON, D.C.	

WHO MAY APPLY: All qualified candidates may apply.

INTRODUCTION: The Wilson Center is the living, national memorial to President Wilson established by Congress in 1968 and headquartered in Washington, D.C. It is a nonpartisan institution, supported by public and private funds, engaged in the study of national and world affairs. The Center establishes and maintains a neutral forum for free, open, and informed dialogue on a variety of issues. It is governed by its own presidentially-appointed board of trustees. The mission of the Center is to commemorate the ideals and concerns of Woodrow Wilson by: providing a link between the world of ideas and the world of policy; and fostering research, study, discussion and collaboration among a broad spectrum of individuals concerned with policy and scholarship in national and world affairs through its programmatic offices and outreach activities.

DUTIES: The Woodrow Wilson International Center for Scholars is seeking an experienced, senior-level development professional to be the Associate Vice President (AVP) and Director of Leadership Gifts for the Development Team.

The AVP is responsible for identifying, cultivating, and soliciting prospects and current donors to secure leadership-level gifts. This position will work closely with the Vice President for Development, the Center's executive leadership, Board members, and program directors, in order to develop and implement strategies to increase private support of the Center.

Nominations and applications should be sent to the Wilson Center jobs email account:

Jobs@wilsoncenter.org

MINIMUM QUALIFICATIONS: Minimally qualified applicants must possess a Bachelor's degree and a minimum of six years of senior-level development experience in an academic institution, museum or comparable nonprofit.

SELECTIVE FACTORS (required):

1. Demonstrated record of major-gift fundraising success.
2. Supervisory experience in a development department.
3. Proficiency in Raiser's Edge.
4. Strong verbal and written communications skills.

QUALITY RANKING FACTORS (desirable):

1. The possession of a postgraduate degree.
2. Experience working with executive leadership to include Board members and senior administrators.
3. Demonstrated experience working in an academic environment.

The Woodrow Wilson Center is committed to attracting and maintaining a high quality, dedicated and diverse workforce.

WHERE AND HOW TO APPLY: The Wilson Center does not require a standard application form, but we do require applicants to submit the information listed below. Application materials can be submitted to Jobs@wilsoncenter.org. It is very important that you fully address how your work experience and education/training meet both the minimum/specialized experience qualifications and the selective factors. These minimum qualification requirements and/or selective factors identify the knowledge, skills and abilities necessary to be eligible to compete for the position. Quality Ranking Factors/Ranking Factors are not mandatory but are used to determine the best qualified candidates among those eligible to compete for the position. Therefore, it is to your benefit to provide a full description of your experience and education/training relative to the job requirements of this vacancy. Rating of experience will be based only on the information you supply.

JOB INFORMATION: The announcement number, position title, and grade(s) or minimum salary requirements for the job to which you are applying.

PERSONAL INFORMATION: Your full name, mailing address, email address, daytime and evening telephone numbers, salary history, and country of citizenship.

EDUCATION: Colleges and/or universities attended - include name, city, state; majors and type of degree and year(s) received.

WORK EXPERIENCE: Give the following information for your paid and non-paid work experience related to the job to which you are applying: job title, employer's name and address, duties, responsibilities, and accomplishments, supervisor's name and telephone number, starting and ending dates (month and year), hours per week and salary. Please indicate whether or not your current supervisor may be contacted.

OTHER QUALIFICATIONS: Any job-related skills (for example computer, foreign language ability, and/or typing skills), training courses (by title and year), honors, awards, volunteer activities, and special accomplishments.

IMPORTANT INFORMATION FOR ALL APPLICANTS

- (1) Applications **must be received** by 11:59pm (Eastern Standard Time) on the closing date.
- (2) **Failure to address the mandatory qualification requirements and quality ranking factors may result in your not receiving credit for all of your pertinent experience. Applicants are strongly urged to address these factors on a sheet or in a cover letter separate from your resume. If you omit the information requested in this announcement your application may be rated ineligible.**
- (3) Please do not fax your application unless it is specifically requested.
- (4) Travel and Transportation and/or Relocation Expenses are not authorized.
- (5) The use of U.S. government postage paid envelopes is a violation of federal law and will disqualify you from consideration.
- (6) We provide reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify us. The decision on granting reasonable accommodation will be on a case-by-case basis.
- (7) This is **not** a U.S. civil service position.
- (8) If a vacant position is filled below the full performance level, the selectee may be promoted after meeting time-in-grade without further competition.
- (9) **Please note: All newly appointed employees must serve a one-year initial trial/probationary period.**

Please Note: All Woodrow Wilson International Center for Scholars positions require fingerprinting of employees hired and will include some additional background checks before employment. The Immigration Reform and Control Act of 1986 require employers to hire only individuals who are eligible to work in the United States. Upon reporting for work, an individual will be expected to present proper evidence establishing employability. The Woodrow Wilson Center participates in the U.S. Citizenship and Immigration Services' (USCIS) E-VERIFY electronic employment verification process.

Smithsonian Institution
APPLICANT SURVEY FORM

The **Applicant Survey Form** is used to collect information from candidates during the search process to evaluate the effectiveness of the Institution's search and recruitment efforts. Please print all responses. **The information provided is not a part of the selection process and will be used for statistical purposes only. Your voluntary responses will have no effect on your consideration.**

Vacancy Announcement Number: _____

First Name													
Last Name													

Year of Birth: 19____

Gender: Male ____

Female ____

How did you learn about this position? Mark all sources that apply.

1	Mass media (magazines, newspaper, radio, television, poster, telephone job line)
2	Individual (friend, relative, Smithsonian employee, school or college counselor or official)
3	Information technology (Internet, World Wide Web, or SI Web site)
4	Association or organization (professional, community, religious)
5	Other (please indicate)

Self-identification by category: (Circle your responses.)

Ethnicity: Hispanic or Latino - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Yes

No

Race: (Mark all that apply.)

1	American Indian or Alaska Native	A person having origin in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment. Tribal Affiliation: _____
2	Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.
3	Black or African American	A person having origins in any of the black racial groups of Africa.
4	White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
5	Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.

Do you have any disabilities?

Yes

No

If yes, do you have a targeted disability? (Mark only one.)

1	Deaf	4	Partial paralysis	7	Mental retardation
2	Blind	5	Complete paralysis	8	Mental or emotional illness
3	Missing extremities	6	Convulsive disorder	9	Severe distortion of limbs and/or spine