



VACANCY ANNOUNCEMENT

ANNOUNCEMENT: WC-13-05T

POSITION: Development Associate (Special Events)

OPENING DATE: January 11, 2012

CLOSING DATE: January 25, 2013

SALARY: WW-0301- 09 (\$51,630 - \$60,232 per annum)
Salary commensurate with experience

LOCATION: WASHINGTON, D.C.

WHO MAY APPLY: All qualified candidates may apply.

DUTIES: : This position reports to the Center's Vice President for Development and Deputy Director of Development and will lead the planning and execution of cultivation and stewardship events for donors and prospects.

Major Duties include planning and implementing cultivation and stewardship events at the Center for donors and prospects,. This will include: the preparation of event correspondence, agendas and schedules, timelines, and event materials (invitations, briefing materials, programs, remarks, and post-event follow-up); helping identify and secure speakers; managing logistics and staffing; monitoring expenses to ensure that events are within the annual budget and providing regular reports to Vice President and Deputy; and serving as the primary Development Office liaison with the Center's Outreach and Communications Offices to coordinate special donor events with appropriate Center-wide programming and public policy issue priorities and to ensure that donor events are marketed visibly and appropriately. Other major duties include assisting in the planning and execution of Woodrow Wilson Awards Dinners, including the developing logistics and the coordinating with third-party vendors; preparing correspondence; communicating with dinner leadership and their offices on a regular basis regarding event logistics and fundraising strategies; working with staff and event consultants to actively identify and solicit sponsors to meet the financial goals for Awards Dinners; securing individual and corporate contributions; and helping develop engagement opportunities to foster long-term relationships by helping to create regional/local programs.

MINIMUM QUALIFICATIONS: At a minimum, qualified applicants must have an undergraduate degree and at least three (3) years of related experience in development or related field with a proven track record in special events..

SELECTIVE FACTORS (required):

1. **Proven track record in special fundraising events.**
2. Demonstrated ability to write, edit and proofread development/fundraising materials at a professional level.
Please note: Applicants must submit a job related writing sample to be considered for this position.
3. Ability to use standard office software including MS Word, Excel, Access and PowerPoint and email programs.

QUALITY RANKING FACTORS (desirable):

1. Knowledge of development practices.
2. Experience in working with major donors and prospects.
3. Ability to track and manage events expense budget.

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 or to the address at the end of this announcement. 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. (A copy of your transcript is not required unless specifically requested.)

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, 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 requires 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.

Send application materials electronically to:

jobs@wilsoncenter.org

Or mail to:

Woodrow Wilson International Center for Scholars
Human Resources WC-13-05T
One Woodrow Wilson Plaza
1300 Pennsylvania Avenue, NW
Washington, DC 20004-3027

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

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