



**Wilson
Center**

Independent Research, Open Dialogue & Actionable Ideas

VACANCY ANNOUNCEMENT

ANNOUNCEMENT: WC-13-04T

POSITION: Development Associate (Research/Writer)

OPENING DATE: December 31, 2012

CLOSING DATE: January 14, 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 is responsible for researching donors and prospects and the writing of reports and fundraising materials. Major Duties include conducting qualitative research on prospects and donors for the Wilson Center, with a special focus on individuals and family foundations that are major gift prospects; preparing comprehensive written profiles on donors and prospects as well as briefings and bios on these donors and prospects for events and meetings; identifying those who may have an interest in supporting the Center's annual operations, programs, and/or endowment; proactively prospecting for potential new major donors; planning and playing a lead role in prospect management strategy sessions and assisting in determining strategies for the cultivation and solicitation of major donors, including matching donor interests to Wilson Center priorities; coordinating Moves Management to ensure a steady stream of new donor prospects as well as the movement of identified prospects through the various stages leading to solicitation; drafting and editing letters, proposals, reports, and other materials for major donors and prospects; researching and staying abreast of philanthropic trends in giving and analyzing Wilson Center statistics against national trends; drafting, editing, and coordinating articles and other information for the Center's website and print publications as needed; developing, coordinating and maintaining a centralized development information resource center—electronic and hard copies—for use by all development staff, that includes key message points, funding opportunities, information on Center programs and activities, and other materials used in communicating with donors and the public; providing support for the Vice President for Development and major gifts officers, including contacting donors and prospects to schedule visits and creating visit itineraries.

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 compiling and disseminating research on donors and prospects.

SELECTIVE FACTORS (required):

1. 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.
2. Demonstrated proficiency using research tools (hard copy and web-based).
3. Ability to use standard office software including MS Word, Excel, Access and PowerPoint and email programs.

QUALITY RANKING FACTORS (desirable):

1. Experience using Raiser's Edge.
2. Demonstrated proficiency using Moves Management.
3. Experience in working with major donors and prospects.
4. Proven ability to develop and maintain detailed computer records on donors and prospects using databases required.

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-13-04T
One Woodrow Wilson Plaza
1300 Pennsylvania Avenue, NW
Washington, DC 20004-3027

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