

## **CARNEGIE INSTITUTION OF WASHINGTON**

### **Vacancy Announcement**

This announcement is being circulated listing the qualifications for a vacant position on the staff at the Administration Building on P Street.

### **CHIEF ADVANCEMENT OFFICER**

#### Summary of Duties

- Lead a coordinated advancement program, integrating Carnegie's fund-raising and communications programs, and establishing a new marketing effort in order to enhance understanding and support of its unique mission.
- Create programs to broaden the base of philanthropic support, possibly including development of a new Carnegie Science Council as a vehicle for the involvement of additional volunteers and donors.
- Create programs for the involvement of Carnegie "alumni," including previous post-doctoral fellows, former staff, and others.
- Expand current programs for annual giving, planned giving, and foundation support.
- Create and manage a sophisticated approach to the identification, cultivation, and solicitation of major gift prospects.
- Establish and manage effective systems for prospect research, gift processing, and stewardship.
- Work with the President and the Board of Trustees to facilitate the Board's involvement in fund raising and overall advancement.
- Support the President's involvement in fund raising by identifying prospects requiring presidential involvement, planning and facilitating the President's fund raising visits, and accompanying the President on fund-raising visits as appropriate.
- Work closely with the Directors of Carnegie's six laboratories to identify needs and support the Directors in their relationships with donors.
- Build an advancement team through leadership, mentoring, and support for the staff.
- Manage a personal caseload of major gift prospects.
- Supervise a small team of development and communications professionals and work closely with the President and trustee leaders in planning and executing the next phase of Carnegie's growth, including a campaign.

## JOB QUALIFICATIONS

1. At least seven years of successful experience in fund raising, including positions of senior responsibility, preferably in higher education or a research institution.
2. Should present a track record of success in the management of volunteers and in the solicitation of major gifts from individual donors and demonstrate the ability to build and manage an integrated advancement program.
3. Some background or interest in science will be helpful in understanding Carnegie's work and communicating its importance to external constituencies.
4. A bachelor's degree is required and a graduate degree is preferred.

Applications, including a cover letter and resume, may be directed to Cady Canapp, 1530 P Street, NW, Washington, DC 20005, or by e-mail to [ccanapp@ciw.edu](mailto:ccanapp@ciw.edu).

Carnegie is being assisted in its search by Michael J. Worth & Associates, LLC. Preliminary inquiries, nominations, and requests for further information may be directed in complete confidence to Michael J. Worth, Principal, Michael J. Worth & Associates, LLC at [mjw@michaeljworth.com](mailto:mjw@michaeljworth.com).