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John Simon Guggenheim Memorial Foundation

Associate Director, Advancement

The John Simon Guggenheim Memorial Foundation seeks an experienced, sophisticated fundraising professional to serve as Associate Director of Advancement (AD). The AD will work under the lead of the Chief Advancement Officer (CAO), and collaborate with staff and volunteers, including Foundation leadership and members of the Foundation's Board of Trustees.

The Associate Director will collaborate with the CAO in all areas of the advancement program, with specific responsibility for activities focused on relations with former Fellows, numbering close to 11,000. In particular, the AD will oversee the Fellows' annual fund to increase the number and size of gifts, and to identify and cultivate major gift prospects; manage a new effort focused on testamentary giving; and coordinate a growing communications and outreach program in key parts of the United States. In all cases, the focus will be on developing productive relationships with Fellows who through their own generosity and their connections can increase external support of the Foundation and the Guggenheim Fellowship.

Competitive candidates should have at least a Bachelor's degree, with advanced degree or professional experience preferred in one of the fields supported by Foundation; minimum of five years' experience in institutional fundraising or related experience, with demonstrated success in at least one specialty area of fundraising (i.e. annual giving, planned giving etc.); prior experience working with a Board of Directors of a non-profit organization, and with fundraising volunteers.

The successful candidate will be a strategic, creative and analytical thinker; eager to work with some of the country's leading artists, writers and scholars; have excellent writing skills; and be comfortable working both independently and collaboratively, both within the advancement program and across the Foundation.

[John Simon Guggenheim Memorial Foundation \(www.gf.org\)](http://www.gf.org)

The John Simon Guggenheim Memorial Foundation was established in 1925 to offer Fellowships to individuals working in any of ten artistic fields, and almost seventy academic disciplines, under the freest possible conditions, and irrespective of race, ethnicity, gender or creed. The Foundation is a pillar of artistic and academic life in the United States and Canada. The Foundation awards roughly 175 Fellowships a year chosen from approximately 3,000 applications. Former Fellows include more than 120 Nobel Laureates; winners of the Pulitzer Prize, National Book Award, the Field and Turing Medals, and many other prizes and awards for exceptional accomplishment in the arts and the scholarly fields; and members of all significant national academies and societies, and many international ones as well.

Applicants should submit a letter of application reflecting an understanding of the work of the Foundation, and the appropriateness for the position of the applicant's qualifications and experience; a current resume; and salary requirements to jobs@gf.org. The search will continue until the position is filled.

