



Development Coordinator

USS Constitution Museum

Boston, Massachusetts

Supervisor: Chief Development Officer Department: Development

FLSA Status: Full Time/Non-exempt Location: Charlestown Navy Yard/Hybrid

Category: Individual Contributor Hourly pay: Contact HR@usscm.org

Position Summary

The Development Coordinator supports fundraising administration and operations of the USS Constitution Museum. Reporting to the VP & Chief Development Officer, the Development Coordinator plays a key role in daily administrative and operational functions of the Development Department. The Development Coordinator provides integral support through the accurate and timely processing and recognition of gifts, administration of the donor database, assistance with outreach, support of event logistics, and coordination of Department operations. The Development Coordinator also provides limited direct assistance to the Chief Executive Officer and Chief Financial Officer/Chief Operating Officer on matters related to Development. At a pivotal moment in the Museum's growth, the Development Coordinator will play an integral role in essential fundraising efforts.

Position Responsibilities

Gift Processing & Reporting

- Record all gifts, pledges, and pledge payments in Raiser's Edge
- Develop and maintain consistent and efficient gift entry and gift documentation processes, including gift reports that support both Development and Finance and Administration teams
- Oversee and execute the gift acknowledgement process
- Create and send pledge reminders
- Serve as the main point of contact for Development department inquiries

Database Administration

- Maximize the functionality of the database and implement best practices to manage constituent data effectively
- Update and maintain donor contact information in Raiser's Edge
- Work with the Director of Individual Giving and/or the Director of Special Events to create appeal, event, and outreach mailing lists in Raiser's Edge, tailored to project needs
- Research and draft confidential donor briefs and call reports

- Serve as the point person for Raiser's Edge questions from the department
- Stay abreast of Raiser's Edge best practices through tutorials and workshops and help foster proficiency across Development

Event Support and Donor Relations

- Assist the Development team in executing a portfolio of high-profile events, including the Salute to Service, Marine Breakfast, Leadership Forum Series, Summer Soiree, Museum Governance events, and external Museum rental events
- Support the Director of Development Operations & Events with event logistics like guest registration, event set up and take down, and post-event data entry
- Support the Director of Individual Giving in the Museum's membership program. This includes running reports, donor lists, monthly renewal mailings, and overseeing membership collateral supply
- Write customized acknowledgement letters and outreach letters in collaboration with the President & CEO and Director of Individual Giving

Administrative Support & Other Duties

- Support the Chief Development Officer, Chief Financial Officer & Chief Operating Officer, and Chief Executive Officer on Development matters
- Maintain accurate electronic files for all donor records
- Manage Development budget tracking and filing
- Coordinate with the Finance and Administration team on reconciling department budgets, revenue, and gift processing
- Coordinate and manage all Development mailings including event invitations, acknowledgement letters, membership renewals, and appeals
- Manage weekly Development meeting logistics including agendas, scheduling, materials, and meeting notes
- Support the Finance and Administration team in maintaining annual audit and tax preparation documentation
- Submit vendor invoices and expense receipts to Bill.com for assigned areas
- Other duties as assigned

Qualifications

- One to two years of professional experience in development, non-profit management, or a related field
- Bachelor's Degree or comparable work experience
- Experience managing and prioritizing a schedule of activities for senior staff, board members, or key volunteers preferred
- Strong project management skills and the ability to prioritize and manage multiple projects without compromising quality
- Strong interpersonal and organizational skills
- Donor database or CRM experience preferred
- Ability and willingness to work evenings and weekends, occasionally as needed
- Appreciation for the mission of the USS Constitution Museum



About the USS Constitution Museum

The USS Constitution Museum (USSCM), incorporated in 1972, is a 501(c)(3) non-profit Museum and a proud partner of the U.S. Navy and the National Park Service (NPS). The Museum engages all ages in the story of "Old Ironsides" to spark excitement about maritime heritage, naval service, and the American experience. An award-winning institution, USSCM serves as the memory and educational voice of USS Constitution, an active-duty naval vessel and America's Ship of State, the world's oldest commissioned warship afloat, a living symbol of American resilience, innovation, service, and democracy.

The dedicated USSCM team provides engaging exhibits and educational programs for all ages, both in-person and virtual, rooted in twenty years of foundational research on the Ship's crew. In a typical year, the Museum's doors are open seven days a week with an admission-by-donation policy (pay what you can, if you can), welcoming 300,000+ families, students and teachers, veterans, and tourists who visit from around the world. Located on Boston's Charlestown Navy Yard beside USS Constitution, the Museum helps students, families, veterans, active-duty service members, civic leaders, and visitors from across the nation encounter American history in relevant and meaningful ways.

As the nation continues to celebrate the U.S. Navy's 250th anniversary and commemorate 250 years of American independence, the Museum is uniquely positioned to connect new generations with the ideals, challenges, and responsibilities of the American experiment. At a time when civic connection, historical understanding, and shared national purpose are as important as ever, USSCM offers an engaging and accessible experience that is rooted in values that transcend generation and geography: honor, courage, commitment, ingenuity, leadership, and service.

[Home - USS Constitution Museum](#)