



**USS Constitution Museum
Charlestown Navy Yard
Boston, MA 02129**

Development and Events Coordinator Job Description

Reports to: Director of Development Operations

Position Summary: The Development and Events Coordinator will support the USS Constitution Museum's fundraising activities and events. Reporting to the Director of Development Operations, the Coordinator will play a key role in the daily administrative and operational functions of the Museum's Development Department. The Development Coordinator will provide integral support for the development team through the accurate and timely processing and recognition of gifts, administration of the donor database, coordination of scheduling and meeting preparation, and assistance with event planning and logistics.

This full-time position is primarily in person at the USS Constitution Museum, with a Monday-Friday work schedule.

Position Responsibilities

Gift Processing & Reporting

- Develop and maintain consistent and efficient processes for gift entry and acknowledgment.
- Record all gifts, pledges, and pledge payments in Raiser's Edge
- Oversee and execute the gift acknowledgement process
- Create and send pledge reminders
- Serve as the main point of contact for donation inquiries, tracking, and acknowledgment letters.
- Provide support for mass mailings, including running mailing lists and coordinating the mailing itself (annual fund appeals and event invitations)

Database Administration

- Maximize the functionality of the database and implement best practices to manage constituent data effectively.
- Maintain accurate foundation, corporation, individual member, donor electronic records, and physical files.
- Add all contact reports and meeting notes from development team members and volunteers to the database.
- Participate in regular Raiser's Edge tutorials and workshops to grow skills.

Donor Relations and Event Support

- Support logistics and planning for Development Department events, including Marine Breakfast, Gala, and summer party
- Assist the Development team in planning a portfolio of high-profile events, including managing invite and RSVP lists, communicating with vendors, preparing materials, and coordinating day-of logistics.

Administrative Support & Other Duties

- Coordinate and manage all development mailings.
- Manage development team and committee meeting logistics, including creating agendas, assembling materials, and recording meeting minutes.
- Support the Finance and Administration team in maintaining annual audit and tax preparation documentation.
- 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
- Proficiency with Google Suite
- Donor database or CRM experience preferred
- Ability and willingness to work occasional evenings and weekends
- 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 US Navy and the National Park Service (NPS). The USSCM engages all ages in the story of "Old Ironsides" to spark excitement about maritime heritage, naval service, and the American experience. The award-winning USSCM serves as the memory and educational voice of USS *Constitution*, an active-duty naval vessel and America's Ship of State. The nonprofit USSCM provides hands-on, minds-on exhibits, education programs, and virtual programs 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.

To apply, please send a copy of your resume and a cover letter to Kate Todd, Chief Development Officer ktodd@ussconstitutionmuseum.org.