



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

Director of Development Operations and Events

Reports to: Chief Development Officer

Position Summary: The Director of Development Operations and Events will lead the strategy for database, and policy management; reporting; events; and donor relations and stewardship. The position will partner with the CDO to develop and advance a “best practice” fundraising program.

This full-time position is a hybrid role with three days onsite at the USS Constitution Museum and a Monday-Friday work schedule.

Position Responsibilities

- Serve as a strategic partner to the CDO and assist in setting fundraising priorities and creating work plans to meet financial goals for their area.
- Foster a culture of philanthropy and strengthen communication and collaboration with other departments to ensure that all staff support development efforts in their daily interactions with museum visitors.
- Lead, monitor, and strengthen the Museum’s event program, including the Museum’s signature gala.
- Oversee events program, including cultivation, stewardship, and donor events. Supervise partner and outside events held at the Museum.
- Oversee the maintenance of gift acceptance, crediting, and recognition policies.
- in partnership with the CDO, Develop stewardship materials for leadership donors, including impact reports and regular reports for endowed and/or named funds and programs.
- Strengthen prospect development and cultivation strategies and evaluate current database processes to enhance the tracking of major/planned/individual and institutional donors.
- In conjunction with the Development and Events Coordinator, oversee gift entry, data management, event execution, and other administrative tasks.
- Build and manage relationships with major stakeholders (e.g. donors, volunteers, senior leadership team, military and political leadership).
- Create development team performance metrics for their area and implement timely evaluation.
- Participate in Museum’s strategic planning and implementation, providing input regarding fundraising (including priorities and strategies), communications, and expanding the base of support.

Qualifications

- A minimum of five years of development experience, preferably in museums and arts/culture organizations.
- Demonstrated ability to be innovative in expanding the donor and prospect base. Knowledge of the utilization of sophisticated integrated information systems in support of fundraising activities.
- Demonstrated ability to work effectively with all constituents, including volunteers, providing strong support, inspiring them to action, and making the experience satisfying and fun.
- Demonstrates an enthusiasm and track record for building bridges between and among key stakeholders.
- Superb interpersonal skills with a demonstrated ability to work well with people at all levels of an organization across a diverse range of educational and social backgrounds and to show honest respect for each individual.
- Outstanding written, presentation, and communication skills, as well as the experience and inclination to be an effective, outgoing spokesperson for the Museum when necessary.
- Analytic skills and experience using data to guide planning and decision-making.
- Proficiency with Google Suite.
- Appreciation for the mission of the USS Constitution Museum.
- Bachelor's Degree.
- Ability and willingness to work occasional evenings and weekends.
- Other duties as assigned.

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. 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.