



## USS Constitution Museum

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

### **Institutional Giving Officer**

**Reports to:** Chief Development Officer

**Position Summary:** The Institutional Giving Officer is a key member of the Development Department. Reporting to the Chief Development Officer, the Institutional Giving Officer will oversee a robust foundation and corporate fundraising program. This position will collaborate with senior leadership to develop approaches to new and existing institutional funders. This position will manage the Museum's grant application process through all aspects of the funding cycle (prospect research and identification, cultivation, proposal writing and submission, data collection and reporting, and ongoing stewardship) for operating and campaign gifts.

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

### **Position Responsibilities**

#### Strategic Planning

- Set annual goals and metrics for foundation fundraising that supports Museum operations and yearly special programs and funds (educational programs, exhibits, collections, etc.)
- Set foundation fundraising goals for the duration of the capital campaign, providing insights on strategies and timing for approaching new and existing funders.
- Collaborate with senior leadership and the Education, Exhibitions, and Curatorial departments to gather information and materials to develop accurate and persuasive funding requests.

#### Writing

- Write and prepare letters of inquiry, concept papers, grant proposals, and online applications for foundation support. Manage submission of all supporting application documents, including letters of support, budgets, acknowledgment letters, contracts, and all other correspondence.

#### Stewardship

- Maintain the museum's relationships with existing foundation funders and program officers through in-person cultivation and site visits, phone calls, notes, and invitations to special events.

#### Research and Tracking

- Each year, research and identify potential foundation funding opportunities for unrestricted operating support and special projects (exhibitions, educational programs, etc.).

- Research and identify potential funding opportunities for capital campaign support from institutional funders.
- Coordinate government grant application process, supporting project director to develop grant narratives, budgets, attachments, letters of support, and all other documents. Submit applications through the grants.gov portal before the grant deadline.
- Develop and maintain an organization-wide grants calendar to ensure that all grant submissions and reporting deadlines are met.
- Maintain accurate and thorough grants-related records in the Museum's files and donor/relationship management database.
- Support grants administration and ensure that grant deliverables are met.
- Support and attend Development Department events as needed during the year
- Other duties as assigned.

#### Qualifications

- At least three years of experience in non-profit fundraising (or comparable) is required; experience in the arts and culture or museum sector is preferred.
- BA/BS required.
- Excellent time and project management skills.
- Excellent verbal and written communication skills with close attention to detail and accuracy.
- Excellent ability to write high-quality and compelling narratives on a deadline.
- Ability to work independently and proactively across departments to meet fundraising goals.
- Knowledge of database management is required (Raiser's Edge preferred) and managing, tracking, and reporting on giving submissions and funding prospects.
- Ability and willingness to work occasional evenings and weekends.

#### **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.