



Vice President & Chief Development Officer

USS Constitution Museum

Boston, Massachusetts

Supervisor: President & CEO

Department: Development

FLSA Status: Full Time/Exempt

Location: Charlestown Navy Yard/Hybrid

Category: Executive

Salary: Contact HR@usscm.org

Position Overview

The Vice President & Chief Development Officer (CDO) is responsible for leading the Museum's comprehensive fundraising program and advancing a culture of philanthropy across the organization. Reporting to the President & CEO, leading the Development Department, and serving as a member of the Senior Leadership Team, the CDO develops and executes strategies to grow philanthropic support through major gifts, institutional giving, corporate sponsorship, membership, special events, and planned giving.

The CDO plays a central role in building strong relationships with donors, trustees, advisors, and community partners, and serves as a primary ambassador for the Museum's mission. The CDO works closely with the CEO, Board of Trustees, Development Committee and other governance to establish and achieve annual fundraising goals and long-term philanthropic objectives. Responsibilities include securing annual contributed income plus additional funding for special campaigns and projects.

At a pivotal moment in the Museum's growth, the CDO will help shape and lead major fundraising initiatives, including campaign planning and execution to support the Museum's future vision and capital priorities.

Responsibilities will include the following, but are not limited to:

Leadership, Planning, and Strategy

- Advocate for and support the institution's mission, vision, and values, prioritizing institutional goals above departmental objectives.
- Partner with the Museum's Senior Leadership Team to align fundraising priorities with programmatic and institutional goals.

- Collaborate with the Marketing and Communications team to strengthen the Museum's visibility and philanthropic messaging.
- Work with Finance and Operations leadership to ensure sound fiscal management, compliance, and donor reporting practices.
- Be a reliable, valued, and trusted senior leader who provides thoughtful analysis, thinks strategically and wholistically, and engages staff at all organizational levels.
- Provide ongoing assessment of programs and recommend, amend, and innovate new opportunities for efficiency and improvement.
- Create and implement plans for reaching all annual fundraising goals, including major giving, corporate, government and foundation relations, membership and annual giving, and special events.
- Plan, implement and complete capital/endowment campaigns and special initiatives as needed.
- Continually assess operations of the department and develop a plan to systematically strengthen the team to meet future fundraising priorities.
- Directly lead efforts for the creation of annual department budget, monitor and track performance towards these targets, and adjust as necessary.
- Work with senior leadership and trustees to ensure fundraising strategies address current and future fundraising needs as guided by the Museum's strategic plan.
- Work effectively across departments and divisions to create activities and opportunities to build donor support, engagement, and membership.

Strategic Fundraising

- Develop and implement a comprehensive fundraising strategy aligned with the Museum's strategic priorities and long-term financial sustainability.
- Establish annual and multi-year revenue goals across all philanthropic channels, including major gifts, foundations, corporate partnerships, planned giving, and special events.
- Lead campaign planning and execution, working with the CEO, Board leadership, and external campaign counsel as appropriate.
- Build and maintain a robust pipeline of major gift prospects and donors to support annual and campaign goals.

Major Gifts and Donor Engagement

- Maintain a personal portfolio of major gift prospects and donors, focusing on cultivation and solicitation of five-, six-, and seven-figure gifts.

- Develop and execute individualized cultivation and stewardship strategies for key donors and prospects.
- Partner with the CEO and Board members to advance donor relationships and support high-level solicitations.
- Serve as a visible ambassador for the Museum with donors, civic leaders, and community partners.

Development Team Leadership

- Provide leadership, mentorship, and strategic direction to the Development team.
- Establish clear goals, metrics, and accountability for fundraising performance.
- Foster a collaborative and results-oriented team environment that emphasizes professional development and shared success.
- Ensure strong coordination among development functions including major gifts, institutional giving, donor relations, events, and development operations.

Campaign and Institutional Advancement

- Collaborate with Museum leadership to articulate a compelling case for support aligned with the Museum's mission and strategic initiatives.
- Support Board engagement in fundraising activities, including campaign leadership and volunteer involvement.
- Guide development planning and prospect strategy in collaboration with campaign counsel and volunteer leadership.
- Ensure that campaign activities are integrated with ongoing fundraising and stewardship efforts.

Stewardship and Donor Relations

- Ensure comprehensive donor stewardship programs that recognize and deepen donor engagement.
- Oversee donor communications, recognition programs, and reporting to ensure transparency and accountability.
- Work closely with Museum leadership and program staff to connect donors with the impact of their support.
- Expand the donor base with special effort directed at identifying the next generation of donors and leaders.
- Champion the vision and mission of the Museum to attract new donors and increase overall contributions.

Strong candidates will possess or demonstrate the following qualifications:

Required Qualifications

- Bachelor's degree or equivalent combination of education and experience
- Eight years' experience in fundraising with deep knowledge of fundraising principles that span capital and endowment campaigns as well as annual and planned giving, including four years in a people management capacity
- Proven success in building strong, lasting relationships; developing and negotiating high-level gifts and demonstrating successful solicitation of six- and seven-figure individual and institutional gifts (foundation, corporation, and government)
- Strong leadership qualities including a successful history of managing staff and inspiring strong performance
- The ability to make the case for support, taking ideas from vision to implementation
- Reputation for visibility, transparency, responsiveness, hard work, and creativity
- Data-driven decision-making and strong understanding of budgets and finance
- Negotiation, project management, and problem-solving skills
- Demonstrated ability to establish and maintain effective relationships with Board members, donors, executives, management, employees, and the public
- Strong track record in exercising sound, timely judgment
- Proactive, strategic, and professional verbal and written communication, with an ability to tailor communications according to audience
- Strong management and supervisory skills; ability to motivate teams and simultaneously manage several projects
- Successfully assess priorities and work well with deadlines, exceptional time management, problem-solving, and analytical skills
- Exercise discretion in maintaining confidentiality of sensitive information
- Proficiency in Microsoft Office Suite, Zoom, fundraising database management and internet-based research
- Ability to pass and maintain security background check clearance

Preferred Qualifications

- Six years of supervisory experience in a mission-focused organizational setting
- Experience with gifts of historical value, preferably in an institutional setting
- Knowledge of the local philanthropic community
- Proficiency with Raiser's Edge

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.

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