



Position Title: Assistant Director
Full-Time | Year-Round

An exciting opportunity for the right individual who is looking for the opportunity to broaden your engagement, and make an impact in the growth of an organization., The Cape Cod Maritime Museum seeks a savvy and highly organized Assistant Director with strong experience in nonprofit development and operations. This position offers an opportunity for an accomplished professional to step into a broader leadership role within a dynamic, community-engaging museum.

Working closely with the Executive Director, the Assistant Director will help drive the museum's continued growth by supporting fundraising, strengthening community partnerships, and advancing operational initiatives. The museum's programs include Exhibits and Collections, Boat Building, Rowing, Young Mariner Camp, Sail Cruises, and Educational Lectures.

This is a full-time, year-round position with significant opportunity to contribute to the strategic growth and sustainability of the organization.

Principal Duties and Responsibilities

Development & Fundraising

Working closely with the Executive Director and the Development Committee, the Assistant Director will:

- Develop and oversee the annual development plan, including goals, strategies, and timelines
- Coordinate and manage the Annual Fund, Major Gifts outreach, and email fundraising campaigns
- Support and grow Corporate Sponsorship and Business Partnership programs in collaboration with the Executive Director
- Assist in cultivating and strengthening relationships with community leaders, donors, and local businesses
- Ensure timely and meaningful donor acknowledgment and stewardship communications
- Conduct grant research and assist with proposal writing and reporting
- Manage the museum's donor database and CRM system, including gift tracking, reporting, and data pulls for appeals, invitations, and newsletters.

Operations & Organizational Coordination

In partnership with the Executive Director, the Assistant Director will help strengthen the museum's operational effectiveness and support coordination across programs and initiatives.

Responsibilities include:



- Support day-to-day operational management to ensure smooth coordination across the museum's programs, events, and visitor services
- Assist the Executive Director in implementing strategic initiatives and organizational priorities
- Help coordinate internal planning and communication among program leaders, staff, and volunteers
- Develop and maintain systems and processes that improve efficiency, reporting, and program coordination
- Assist in preparing operational reports, budgets, and materials for board and committee meetings
- Support planning and logistics for major museum events, programs, and fundraising activities
- Serve as a key point of coordination between development activities and program operations to ensure alignment and impact
- Help identify opportunities to strengthen organizational capacity, partnerships, and earned revenue initiatives

Qualifications

- Strong interest in contributing to the growth and success of a community-focused maritime museum
- Bachelor's degree preferred
- Minimum of five years of nonprofit experience in one or more of the following areas:
 - Fundraising and Development
 - Communications and Donor Relations
 - Nonprofit Operations or Administration
- Proficiency with Microsoft 365, Google Workspace, CRM/donor management systems, and email marketing platforms (such as Constant Contact)
- Highly organized, proactive, and detail-oriented with the ability to manage multiple priorities effectively
- Self-starter with strong problem-solving skills and the ability to work independently while collaborating across teams
- Excellent interpersonal and communication skills, with the ability to engage confidently with donors, volunteers, board members, and the broader community
- Maintain sense of humor in stressful situations.

All applications must include a letter explaining how your interests and qualifications make you a strong candidate for consideration.

Please send to: slonergan@capecodmaritimemuseum.org