



## **Job Posting: Senior Manager of Development & Corporate Giving**

The U.S. Capitol Historical Society is seeking an energetic and experienced candidate to serve in a senior fundraising and management position. The primary responsibility is leading and executing our corporate giving effort, which generates over a third of the Society's revenue. In this role, the Senior Manager of Development & Corporate Giving also coordinates our volunteer Corporate Sustainability Committee.

Additionally, the work includes development of an overall revenue producing strategy including individual giving, major gifts, and foundation fundraising. The position is responsible for planning events for corporate members and collaborating with other members of the senior management team to advance the Society's mission.

### Necessary Qualifications:

- At least two years' fundraising experience
- Excellent written and oral communication skills
- Experience with a customer relationship management database

The ideal candidate understands something about how Congress works and is interested in the Capitol and Congressional history. Flexibility and a collegial demeanor are appreciated.

### Compensation:

- \$55,000—75,000 annual salary based on qualifications
- We offer a competitive benefits package including employer-paid health insurance, vacation, a 403(b)-retirement plan, professional development opportunities, and more.

### To Apply:

- Send a cover letter and resume to President/CEO Jane L. Campbell by email at [JCampbell@uschs.org](mailto:JCampbell@uschs.org) with the subject line "Senior Manager, Development."
- **Applications are due by Noon EST on Monday, May 10<sup>th</sup>, 2021.**

The United States Capitol Historical Society (USCHS), founded in 1962, is chartered by Congress to educate the public on the history and heritage of the U.S. Capitol, its institutions, and the people who have served therein. It is the only 501(c)3 non-profit educational organization dedicated to the history of both the building and Congress – the instrument by which the American people govern themselves.

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