



Job Posting: Wholesale and Outreach Associate

The United States Capitol Historical Society is seeking a motivated and relationship-driven candidate to grow our wholesale program, strengthen customer partnerships, and support merchandising operations. The successful applicant will serve on the merchandise sales team, reporting to the Director of Sales and Marketing. The Wholesale and Outreach Associate will play a vital role in supporting the Society in its mission "to foster and increase an *informed* patriotism."

This position offers a flexible, hybrid work schedule, with direct earning potential based on performance, and the opportunity to grow and shape a developing wholesale program. The Wholesale and Outreach Associate will perform the majority of their work in the field, visiting clients and prospects around the greater Washington, DC, region.

Key Responsibilities

- Wholesale Sales & Outreach
 - Maintain and grow relationships with existing wholesale clients.
 - Identify and prospect new customers including museum gift shops, bookstores, private organizations/corporations and civic organizations.
 - Conduct outreach via email, phone, catalogs, and in-person visits.
 - Track leads, sales activity, and opportunities with regular reporting.
 - Assist with creation and maintenance of promotional materials, line sheets, and price lists.
- Customer Service
 - Respond promptly and professionally to wholesale inquiries.
 - Support customers with order status, product availability, and shipment issues.
 - Resolve order-related concerns efficiently.
- Merchandising Support
 - Assist with product organization and displays in the USCHS office and storage areas.
 - Prepare merchandise for special events, pop-up shops, and Capitol Hill outreach.
 - Maintain clean, stocked, and organized product areas.
 - Report trends and operational needs to the Director of Marketing and Sales.

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Qualifications

- Strong interpersonal and relationship-building skills are required.
- Excellent written and verbal communication abilities are required.
- Organization, detail-orientation, and comfort tracking sales activity are required. Experience using a CRM or spreadsheets is a plus.
- Experience in wholesale sales, business development, or customer outreach is preferred.
- Ability to prepare and manage sales materials and promotional assets is required.
- Self-motivation with the ability to work independently is required.
- Knowledge of retail buying cycles and wholesale pricing is a plus.
- A high school diploma or equivalent is required. An associate's or bachelor's degree is preferred.

Compensation

- \$45-49,000 annual salary depending on experience.
- Performance-based bonuses.
- A competitive benefits package including employer-paid health insurance, paid vacation and sick leave, opportunities for professional development, a 403(b) plan with an employer contribution, and more.

To Apply

- Send a cover letter and resume to Director of Sales & Marketing Jason Taylor by email at JTaylor@uschs.org with "Wholesale and Outreach Associate" as the subject line.
- Applications are due by Noon ET on Friday, April 3, 2026.

For more than 60 years, the U.S. Capitol Historical Society has proudly worked to preserve and share the history of the Capitol, the Congress, and the people who work therein. As a nonpartisan, educational 501(c)3 nonprofit organization, the Society was chartered by Congress in 1978 in part "to foster and increase an informed patriotism." In service of this mission, the Society conducts historical tours of the Capitol Building, hosts both virtual and in-person public history programming on various aspects of Capitol History, coordinates an open-access civics education hub which includes historical plays with lesson plans, manages a renowned civics education field trip program for DC schools, and commissions works of fine art for the Capitol collections. Learn more at capitolhistory.org.