Job Posting: Development Associate

The United States Capitol Historical Society (USCHS) is searching for an energetic, creative, and experienced candidate to assist in fundraising for the work of the Society. The successful applicant will serve on the development team, and report to the Director of Development. The Development Associate plays a pivotal role in ensuring the financial security of the Society and both driving and delivering its messaging.

Duties include managing the Society's individual membership program, including donor relations, online giving, benefit fulfillment, and customer service operations. Development responsibilities also include overseeing the Society's donor database supervising data entry and management, managing email fundraising campaigns, and developing promotional materials to share the story of the Society's work.

Necessary Qualifications:

- Thorough attention to detail
- Experience using – or the clear ability to learn to use – the customer relationship management system DonorPerfect, including its features, capabilities, and customization options
- Strong understanding of fundraising, donor relations, and customer service principles
- Experience using email marketing systems such as Constant Contact
- Excellent written and oral communication and collaboration skills
- Minimum of 2 years' relevant work experience

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

Compensation:

- $45-55,000 annual salary depending on experience
- We offer a competitive benefits package including employer-paid health insurance, paid vacation and sick leave, opportunities for professional development, and more.

To Apply:

- Send a cover letter and resume to Samuel Holliday by email at SHolliday@uschs.org with "Development Associate" as the subject line.
- Applications are due by Noon EST on Friday, November 20, 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.