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About Congressional Cemetery:

Historic Congressional Cemetery preserves, promotes, and protects a historic and active burial ground in Washington, DC. Founded in 1807, Congressional Cemetery is among the oldest institutions in Washington, DC, and is the final resting place of more than 70,000 individuals, including Belva Lockwood, Mathew Brady, Alaine Locke, Marion Barry, John Philip Sousa, J. Edgar Hoover, and hundreds of members of Congress. Congressional Cemetery respectfully celebrates the legacy of those interred through education, historic preservation, community engagement, and environmental stewardship. Open to the public daily, the 35-acre green space serves as a community center and gathering point for walks, tours, events, and programs such as Soul Strolls, Cinematernity, and 5K races. Hundreds of volunteers each year help preserve the cemetery and further its mission. A popular managed membership program allows dogs and their owners to enjoy the grounds off leash. Congressional Cemetery was designated a National Historic Landmark in 2011 and continues to build upon the legacy of more than 200 years of American history. A unique and creative space, Congressional Cemetery is committed to serving a wide and diverse community, through life and in death. The cemetery is administered by the nonprofit Association for the Preservation of Historic Congressional Cemetery (APHCC) and owned by Christ Church, Washington Parish. Partial funding for the preservation and maintenance of the cemetery is provided by the 1998 Congressional Cemetery Endowment, created with matching funds provided by the Congress of the United States and administered by the National Trust for Historic Preservation. The cemetery is further supported through charitable donations from individuals, foundations, and corporations. Learn more at <https://congressionalcemetery.org>.

Historic Congressional Cemetery is seeking a Development Coordinator to assist with fundraising and donor cultivation.

The Development Coordinator at Historic Congressional Cemetery plays a critical role in advancing the organization's fundraising efforts. Reporting to the Executive Director, this individual collaborates with a development team that includes staff, Board members, volunteers and consultants. Primary responsibilities include donor research and management of the constituent relationship management (CRM) database, including gift management and operations. The Development Coordinator also assists with development events and schedules donor visits. This is a new position created to support a capital campaign that will transform Historic Congressional Cemetery. It is a non-exempt role that requires a 40-hour work week with telework options. Some weekend and evening work is expected.

Duties and Responsibilities

Donor Relations

- Under the direction of the Executive Director, identify potential contributors, conduct research and compile donor profiles.
- Assist with the creation of cultivation plans for donors.
- Schedule donor meetings and other outreach activities.
- Advance stewardship of donors with project updates and other timely communication.

Gift Recordation, Acknowledgement & Reporting

- Record all contributions in the CRM system.
- Ensure the accuracy of constituent records and perform routine database management.
- Ensure written and online gift acknowledgements are drafted and delivered in a timely manner.
- Prepare reports as requested by the Executive Director and Development Committee.

Grants

- In coordination with the Executive Director and other staff, assist in the identification of grant funding opportunities.
- Assist with grant applications and reports.

Development Events and Visits

- Coordinate fundraising and donor recognition events.
- Schedule meetings with potential donors.
- Working closely with the events and programming team, assists with integrating development opportunities within the HCC programming schedule.

Development Committee

- Serve as Staff Liaison with the Development Committee, assisting with meeting agendas, minutes and logistics.
- Ensure the committee's success by providing reminders and updates.

General

- Attend staff meetings and other functions as requested by the Executive Director
- Assist with public programs and events as needed

Requirements

- BA degree in a field that reflects an interest in the work of Historic Congressional Cemetery.
- Three years of experience in a nonprofit or related work environment.
- Strong organizational skills and experience managing databases.
- Excellent oral and written communication skills.
- Self-confidence and a sense of humor.

Preferred Characteristics

- Experience in development and fundraising at a heritage nonprofit.
- Experience with CRM systems (Blackbaud or Bloomerang a plus).
- Joy in event planning.

Salary + Benefits

Historic Congressional Cemetery offers a competitive salary in the low to mid 50s with a comprehensive benefits package that includes:

- Health insurance stipend
- Retirement plan with employer match
- Technology stipend
- Commuter benefit
- Paid annual and sick leave
- Gift Shop discount
- Flexible Telework

The Development Coordinator will join a quirky team in a unique and engaging workplace.

To Apply:

Please submit a resume and cover letter to Executive Director Mark Hudson:

jobs@congressionalcemetery.org. Initial consideration will be given to applications received by January 5, 2026.

Historic Congressional Cemetery is an Equal Employment Opportunity Employer.