

Executive Director Congressional Cemetery



Status: Full-time, exempt employee
Reports to: Board of Directors
Location: Washington, DC
Salary Range: \$115,000 to \$140,000
Deadline: Best consideration by July 11. Resume reviews begin immediately.

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, Cinematery, 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>.

Position Summary

The next Executive Director (E.D.) will bring vision, fundraising, and strong operational skills to the business of running Congressional Cemetery's unique position as a historic site, operational cemetery, and community event space. The next E.D. will lead the organization to the conclusion of its in-progress master planning process, launch and implement a capital campaign to support implementation of the plan, and build external relationships, particularly related to

redevelopment projects at nearby RFK Stadium and the adjacent D.C. Central Detention Facility.

The next E.D. will be a charismatic and diplomatic leader tasked with engaging new audiences, raising visibility, and expanding the cemetery's base of support. The incoming E.D. will inherit an organization with an annual budget of nearly \$2 million and a stable financial position. To continue to build upon this foundation long-term, they will be an agile and eager fundraiser with an eye toward growing the cemetery's base of donors, community partnerships, and corporate sponsors, as well as earned revenue through site sales, events, and memberships.

The position reports to a 15-member Board of Directors and directs a small team of full- and part-time professional staff that manage site sales and funerals, administration, programs, events, and education initiatives. Nearly 500 volunteers support the cemetery annually in a variety of ways, including staffing events and beautifying the grounds.

Specific areas of responsibility include:

Strategy and Leadership

- Set strategic direction for Congressional Cemetery's mission, vision, and goals in collaboration with the Board of Directors, staff, National Trust for Historic Preservation, Architect of the Capitol, and community stakeholders.
- Develop and implement long- and short-term strategic plans, financial strategies, and annual budgets.
- Direct and manage established revenue goals, marketing targets, and strategic development strategies focused on expanding the current donor base.
- Collaborate with the Board of Directors to achieve good governance, including recruiting and onboarding new board members, and advising in key programmatic, management, and resource development activities.
- Cultivate new and existing funding partnerships, with an emphasis on major donor relationship building.
- Maintain and expand the cemetery's local, regional, and national reputation as an expert in historical and cultural preservation.

External Relations & Fundraising

- Serve as a key public face and advocate for Congressional Cemetery's mission. Represent the cemetery in a range of settings, including before Christ Church constituencies, Capitol Hill neighborhood groups, local and federal governmental bodies, partner organizations, and local and national press.
- Lead a comprehensive fundraising strategy that includes annual and long-term plans to expand fundraising and earned revenue activities that support existing and new programs, general operations, and long-term financial goals.

- Provide executive leadership in managing compelling, culturally relevant, and innovative public history programs, education initiatives, and community engagement efforts, in collaboration with the cemetery staff and educators.
- Manage proposals for grants and fundraising initiatives for all areas of the organization.
- Exhibit leadership in the local community through dynamic civic engagement, visibility and representation of the cemetery, and partnership development with local organizations.
- Oversee marketing and communications activities, including creation of the annual report.

Operations and Financial Management

- Oversee all cemetery operations and programs, including plot sales, burials, maintenance, contract negotiation, database management, construction and preservation projects, and special events.
- Oversee budget preparation, manage income, monitor expenditures, and support long-range budget planning and analysis.
- Lead and develop a team of professionals with the skills and expertise to administer programs with a high degree of creativity, professionalism, and sustainability.
- Monitor planning, implementation, and evaluation of programs, education initiatives, special projects, memberships, and services.
- Strengthen and support human resources practices, including onboarding, policies, and performance management.
- Facilitate strong working relationships, clear communications, and effective decision-making.

Experience, Skills, and Qualities

The position of E.D. will be a challenging and rewarding opportunity that requires a diverse set of skills and experiences. The Board is seeking qualified candidates who can lead the organization with vision, skill, and creativity. While we understand that no single candidate can possess every qualification listed below, the following are priority areas:

- 10+ years of leadership roles in nonprofit, public sector, or small business settings; experience in historic sites, cemeteries, parks, or related cultural institutions is highly valued.
- Passion for preserving history, interpreting cultural heritage, and building community through place-based programming and education.
- Skilled fundraiser able to secure long-term relationships and cultivate major gifts with individual donors.
- Proven track record stewarding community relationships: aptitude and appetite for active participation in civic organizations.
- Business acumen, including a working understanding of nonprofit financial management, contract negotiations, IT systems, marketing, and human resources.
- Successful record of setting vision for, managing, and implementing strategies that scale programs, initiatives, or organizations to a new phase of growth.
- Polished and persuasive written and verbal communication skills.
- Demonstrated experience working effectively with a Board of Directors, including engaging them in fundraising opportunities, participating in recruitment, and orienting members to organizational culture, programs, and communities.

- Accomplished manager with a gift for fostering a culture of accountability, successful delegation, high performance, and effective internal communication with a small team.
- Comfort with engaging a wide variety of stakeholders in many different settings with confidence, integrity, cultural awareness, and curiosity.

Location and Travel

Congressional Cemetery is located in Southeast Washington, DC. The staff primarily work on-site, with some flexibility for situation telework. The E.D. role will require regular in-person presence at the Cemetery, meetings with partners and funders, and evening and weekend events.

Compensation

The budgeted salary is \$115,000 to \$140,000 with a benefits package that includes employer-matched retirement savings, health, dental and vision insurance, transit subsidy, a technology stipend, and paid time off.

Application Process

Congressional Cemetery is conducting this search in partnership with Good Insight, a national executive search firm serving the nonprofit sector. Interested applicants should upload a resume and a detailed cover letter to www.good-insight.org/careers.

Resume reviews begin immediately. For best consideration, please apply by July 11. Early applications are encouraged due to the pace of the search. Please direct confidential inquiries to Kate Dykgraaf and Tej Pikle at HCC@good-insight.org.

Equal Opportunity Employer

Congressional Cemetery is an equal opportunity employer and considers all applications without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.