



POSITION ANNOUNCEMENT

TITLE: Director of Advancement
SUPERVISOR: Executive Director
CLASSIFICATION: Full-time, Exempt

ABOUT THE ORGANIZATION

Tudor Place Historic House & Garden is an illustrious cultural institution in the heart of Washington, DC—a place where American history is not only preserved but actively explored, questioned and brought to life. Home to six generations of the Peter family, descendants of Martha Washington, from 1805 to 1983, Tudor Place offers an unbroken narrative of domestic life, civic engagement and social change spanning nearly two centuries.

The estate’s architectural centerpiece—a Federal-period mansion featuring a rare Temple Portico designed by U.S. Capitol architect Dr. William Thornton—anchors 5½ acres of historic gardens and green space. This urban oasis invites reflection and discovery, offering visitors a unique experience that blends landmark architecture, expansive landscapes and a nationally significant collection of over 18,000 artifacts, including the second-largest Washington Collection outside of Mount Vernon.

Tudor Place is more than a historic house museum. It is a platform for inclusive storytelling, where the lives of enslaved individuals, domestic workers and the original inhabitants of Georgetown are thoughtfully interpreted alongside the legacy of the Peter family. Its extensive archives of over 250,000 items document the social, architectural and economic history of the region and the nation.

As Tudor Place enters a new chapter, it is poised to evolve into a dynamic hub for education, dialogue and civic engagement. Plans for a reimagined Visitor Center, renewed exhibitions and digitally accessible collections reflect a bold vision for expanding impact and relevance. The institution is committed to making history resonate with contemporary audiences—locally, nationally and globally.

National Recognition & Awards

In recognition of its leadership in inclusive interpretation and community collaboration, Tudor Place Historic House & Garden has received multiple national awards for its groundbreaking exhibition and guided tour, “Ancestral Spaces: People of African Descent at Tudor Place.” This initiative—centered on the lives and legacies of enslaved and free individuals connected to the site—has been honored for its innovative use of descendant voices, artifacts, audio storytelling and photography to transform the traditional house museum experience.

In 2024, “Ancestral Spaces” earned the Award of Excellence from the American Association for State and Local History (AASLH), as well as the Outstanding Public History Project Award from the National Council on Public History (NCPH), both recognizing the project’s interpretive depth and impact. In 2025, Tudor Place received a second AASLH Leadership in History Award of Excellence, acknowledging the ongoing evolution and sustained

excellence of the exhibit and tour. Together, these honors reflect a broader institutional commitment to truth-telling, inclusive narratives and collaborative public history practice.

ABOUT THE OPPORTUNITY

Tudor Place seeks a dynamic, strategic and seasoned Director of Advancement to lead integrated external affairs at a pivotal moment in the institution's history. The Director of Advancement will move Tudor Place's ambitious vision forward and ensure the resources, relationships and public presence needed to bring that vision to life.

The Director of Advancement will oversee the strategic integration of a comprehensive portfolio including fundraising, membership, events, communications, marketing, brand strategy and institutional positioning. This leader will drive transformative growth in revenue and audience while strengthening Tudor Place's visibility, relevance and impact across multiple platforms and communities. This is an opportunity for a bold and collaborative leader to shape how Tudor Place is experienced, supported and understood—locally and globally, on-site and online.

WORKING RELATIONSHIPS

Reporting to the Executive Director and serving as a key member of the senior leadership team, the Director of Advancement supervises the Communications Manager and Senior Development Manager, as well as interns, consultants and vendors. The position also works closely with the Board of Trustees, Committees and Executive Director to achieve Tudor Place's annual \$2M budget and capital campaign objectives.

RESPONSIBILITIES

Development

- Develop and execute a comprehensive stakeholder engagement strategy to support Tudor Place's mission, vision and strategic priorities, that strategically integrates and maximizes all external facing initiatives.
- Design and lead all fundraising efforts, including major and planned gifts, annual giving, membership, foundation and corporate support, special campaigns and earned revenue, as well as donor stewardship and engagement.
- Drive sustainable, diversified revenue growth and strengthen a culture of philanthropy across the organization.
- Develop and implement strategies for reaching Annual Fund and membership revenue goals, including solicitations, online giving and recurring gifts.
- Identify, cultivate and maintain ongoing relations with individual and corporate donors.
- Work closely with the Executive Director and Board of Trustees to ensure that organization's fundraising and cultivation goals are achieved.

Membership, Events & Engagement

- Plan and manage Tudor Place's signature fundraising event, the Spring Garden Party, including close collaboration with event chairperson(s), honoree, committee and board members.
- Develop, plan and lead events that advance mission, build community and support fundraising goals.
- Oversee membership strategy and growth, deepening engagement and loyalty.
- Foster meaningful relationships with partners, cultural organizations, community groups and stakeholders.

Communications, Branding & Positioning

- Develop an annual communications plan and provide strategic leadership for all communications, marketing and brand initiatives.
- Ensure a cohesive and compelling institutional voice across print, digital, social, media and on-site experiences, elevating Tudor Place's storytelling to connect history to contemporary audiences; maintain organizational Style Guide.
- Develop and communicate a consistent branding message across all platforms and departments; collaborate with department heads on marketing needs.
- Expand multi-channel engagement and visibility among local, national, international and virtual audiences.
- Serve as primary point of contact for media and liaison between staff and media.
- Lead press relations including pitching and crafting press releases and emails to encourage coverage of museum news and activities; cultivate relationships with local, regional and national media.
- Oversee planning and production of signature products, reports and publications, newsletters, e-marketing campaigns and other assets.
- Manage and oversee organization website, including domain renewal and site maintenance/updates.
- Oversee plan and creation of content for social media channels to build deeper engagement.

Organizational Leadership & Departmental Administration

- Supervise activities of departmental staff, including time reporting, performance evaluation and coordination of professional development; mentor departmental staff by fostering creativity, accountability and collaboration.
- Actively contribute to the senior leadership team, providing strategic insight, shared accountability and stewardship of the museum beyond departmental responsibilities, working together to build and foster an internal culture of connectivity.
- Serve as an institutional leader, advancing the museum's mission, values and strategic priorities through collaborative decision-making and cross-departmental leadership.
- Prepare quarterly progress reports for trustee and committee meetings.
- Track department and project spending and annual budget performance.
- Perform other duties as assigned

EXPERIENCE & EDUCATION REQUIREMENTS

- B.A./B.S. degree
- Minimum five years' experience in external affairs leadership role for a non-profit organization, preferably a museum or other cultural organization.
- Supervisory experience preferred.

KNOWLEDGE, SKILLS & ABILITIES

- Demonstrated track record of transformative growth in revenue, audience and engagement.
- Proficiency in managing special events to achieve organizational goals.
- Proven ability to craft compelling narratives and activate storytelling across multiple platforms.
- Experience leading and inspiring teams, managing complex projects and working collaboratively with boards and senior leadership.
- Ability to think strategically and execute initiatives.
- Demonstrated ability to be creative, entrepreneurial and results-oriented.

- Deep commitment to inclusive engagement, community partnership and making history relevant and accessible.
- Ability to maintain and cultivate existing donor base.
- Ability to use a database to cultivate and build relationships.
- Excellent organizational and planning skills; ability to prioritize and manage a variety of responsibilities in a timely manner.
- Ability to work collaboratively with a diverse group of colleagues and volunteers, including members of the Board of Trustees and Spring Garden Party Committee.

COMPENSATION & BENEFITS

Compensation is based on experience. Salary range \$71,000-\$90,000.

Tudor Place provides excellent benefits to employees, including paid leave, paid holidays, free on-site parking, professional development and a staff Museum Shop discount for all employees; life insurance and medical benefits are available to full-time employees.

TO APPLY

Please email Helen Hubbard-Davis, Director of Finance & Administration, at careers@tudorplace.org with resume and cover letter. Please include '**DIRECTOR OF ADVANCEMENT**' in the subject line. No phone calls please.

Tudor Place is an Equal Opportunity Employer.