Who we are

The Congressional Management Foundation (CMF) has been working with Congress for over 40 years. In addition to providing Congress with research, in-person and online courses, and regular trainings to improve office operations, CMF works with individual congressional offices for planning, training, and other management services. CMF has facilitated more than 500 congressional office strategic planning or management improvement sessions with Senate and House offices.

What we offer

We offer a variety of highly customized management services, always bringing to bear our in-depth understanding of the unique workplace that Congress represents. Here’s a brief overview. And if you don’t see what you are looking for? Get in touch and we’ll help you determine your needs.

- **Strategic Planning:** A one- or two-day program for the entire staff that results in a strategic plan for the office, helps keep staff focused on office goals, and improves coordination between DC and district.

- **Work Products to Support the Member:** It can be tough for staffers to determine the best way to provide what the boss needs – whether it’s briefing papers, mark-up prep or talking points. This facilitated half-day session helps the office determine what the Member wants and needs, and then identifies the processes and content to produce this material.

- **Management Working Session:** A one-day session with the senior management team (e.g., Chief, LD, Communications Director, and District Director) focused on developing a strategic direction for the entire team.

- **Executive Coaching:** Provides a confidential forum where a Member or senior staff can receive the support needed to develop as leaders and managers.

- **Mail Assessment:** An assessment of your office’s current processes that culminates with an in-person training to implement changes that will decrease your turnaround time and free up valuable staff resources.

In addition to these services, we also offer individualized training modules for your staff. These can either be stand-alone sessions or included in a larger planning session environment. Available topics include:

- Project management
- Congress-specific writing and editing
- Managing stress and burnout
How much does it cost?

Costs vary depending upon scope of the work. For example, the professional service fee for a two-day strategic planning retreat costs $5,000 for a House office. Costs for Senate offices for a two-day strategic planning retreat depend on the staff size, and start at $6,000. The final cost will vary based on location of the retreat.

These are allowable expenses under both the Senators’ Official Personnel and Office Expense Account (SOPOEA) and the Members’ Representational Allowance (MRA).

Next steps

If you would like to talk about working with CMF on planning, staff training, or improving office operations, please contact:

Susie Gorden - sgorden@congressfoundation.org
Sarah Thomson - sthomson@congressfoundation.org
or call us at (202) 546-0100.

“CMF really helped our team update and streamline our office operations. They are a fantastic resource, and offices should definitely use them!!”

—Republican Deputy Chief

“As a new Member office, CMF was invaluable in helping us build a successful operation, navigate challenges, and reach our goals.”

—Democratic Chief of Staff