



MANAGER OF ADVANCEMENT ANALYTICS AND SERVICES

Maymont is a 100-acre historic estate and park, located in Richmond, Virginia, with many unique experiences for all to enjoy, including the historic Maymont Mansion, The Robins Nature Center, arboretum, formal gardens, and habitats for native Virginia wildlife and farm animals. With seasonal events, programs and rental spaces, over 800,000 guests enjoy Maymont yearly. Since 1975, Maymont has been maintained and operated by the nonprofit Maymont Foundation, committed to creating experiences that delight, educate and inspire its guests.

The Maymont Foundation seeks a Manager of Advancement Analytics and Services to provide strategic and analytic data support for the Advancement Department. The Manager is a critical member of the Advancement team supporting the management of overall fundraising and ticketing processes. The Manager of Advancement Analytics and Services reports directly to the Senior Director of Advancement.

Essential Functions Include:

- Leadership and oversight of Advancement CRMs and ticketing platforms
- Oversee data and gift entry processes
- Proactive donor and information management, training, and maintenance related to Advancement's information systems
- Analytical reporting: creating and maintaining weekly, monthly and annual dashboards along with one-off analytics projects
- Maintain various policies and procedures necessary for maintaining the integrity, reliability and confidentiality of all donor information, gift processing and financial reporting, receipting gifts, pledges and gift intentions
- Providing information to support Advancement functions such as ticketing, events, fundraising, communications, and stewardship
- Participates in Maymont tent pole events as needed, which may be outside of regular work schedule
- The Manager ensures compliance with industry standards and best practices

Core Competencies:

- Strong understanding of fundraising analytics and actionable reporting
- Strong organizational, analytical, managerial, verbal, and written communication skills
- Ability to motivate, coach, train, supervise staff, and work collaboratively with other departments
- Track record of setting and managing procedures and systems necessary for the operation of a complex database system
- Experience in data visualization tools-Tableau a plus

Education and Experience:

- Must have mastery of Raiser's Edge, Windows Office Suite including proficiency in Excel
- Minimum 5-7 years' experience in database systems, gift processing and reporting



Physical Demands:

- Frequent sitting, standing, walking and talking for extended periods
- Frequent climbing, bending, stooping and lifting up to 50 lbs
- Ability to work inside and outside in all-weather conditions
- Specific vision abilities required by the job include close vision, distance vision, depth perception, and the ability to adjust focus

FLSA Status: Full-Time Exempt

Competitive compensation and benefits package include paid-time-off and health, dental, vision, disability and life insurance. To be considered for this position, please send a cover letter and resume to: employment@maymont.org. Please include the position title in the subject line.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

EOE Maymont Foundation is committed to creating a diverse environment and is proud to be an equal opportunity employer.

COVID-19 considerations:

To keep staff safe, personal protective equipment including hand sanitizer, gloves and masks are provided as appropriate. Protocols for social distancing are in place.