



MANAGER OF LEADERSHIP GIVING

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. Since 1975, Maymont has been maintained and operated by the nonprofit Maymont Foundation, committed to creating experiences that delight, educate and inspire its guests.

Open daily, admission-free, Maymont is a beloved local institution, with a long-established track record of strong community support. The Manager of Leadership Giving will work collaboratively with members of the Advancement team and Maymont leadership to both preserve long-term donor relationships and cultivate new donors with creative engagement strategies, including substantially growing the membership program. The Manager of Leadership Giving will lead the individual giving and membership programs through engagement and stewardship, direct marketing, events, and processes. The Manager of Leadership Giving position will report to the Senior Director of Advancement.

Essential Functions:

- Manage the annual donor journey through solicitations, stewardship and special experiences
- Collaborate with the Advancement and Marketing teams to integrate annual fundraising strategy with overall communications goals for the year
- Lead the strategy and execution of all leadership and annual giving campaigns
- Organize special donor engagement experiences that align with existing programs and initiatives
- Assist the Executive Director (ED) and Senior Director of Advancement (SDA) in board engagement activities
- Identify individual opportunities for deeper donor engagement and stewardship in collaboration with the ED and SDA
- Manage the Associate Manager of Individual Giving and their daily and weekly responsibilities and substantially grow the membership program over time
- Communicate timely and appropriate information with donors, prospects, and other internal and external stakeholders
- Track progress accurately in the database, ensuring completion of action steps from initial discovery through acquisition and renewal, and regularly report on key indicators to leadership.

Education and Experience:

- 5+ years of experience in individual giving or similar fundraising roles
- Experience in building stewardship programs that align with organizational mission
- Demonstrated track record of building, growing and maintaining donor relationships
- Demonstrated success in prospecting, cultivating and securing individual gifts

Required Skills/Abilities:

- Excellent verbal and written communication skills
- Ability to manage others including goal-setting, prioritization, delegation and team-building
- Proficient in Microsoft Office with prior experience using fundraising software



- Ability to work collaboratively
- Highly organized and detail-oriented
- Ability to maintain strict confidentiality of extremely sensitive data, records and conversations

Physical Demands:

- Frequent sitting, standing, walking and talking for extended periods
- Frequent climbing, bending, stooping and lifting up to 50 pounds
- 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

This position offers a competitive compensation and benefits package, including paid-time-off and health, dental, vision, disability and life insurance.

FLSA Status: Full-Time Exempt

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.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and perform other job-related duties. This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship.

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

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