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## SENIOR MANAGER, SPECIAL EVENTS & EVENT SALES

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.

The Maymont Foundation is seeking a Senior Manager of Special Events & Event Sales who will lead the teams responsible for creating memorable experiences for guests and supporters through Maymont's special events and private event sales. The position will work closely with leadership throughout Maymont to ensure successful delivery of events and their positioning within the organization's strategy.

### Essential Functions:

- Provide leadership to Maymont's special events and private event sales teams towards the goals of expanding engagement with guests and supporters, increasing brand awareness, and growing revenue
- Lead creative thinking and idea generation for the continued optimization of special events and event sales opportunities
- Guide the conceptual design, planning, preparation and execution of special events
- Partner with the marketing and advancement team to ensure consistency and cohesiveness of Maymont's brand and strategy through special events and event sales
- Collaborate with leadership to develop and manage budgets for special events and event sales including maintaining ongoing projections and forecasts as well as preparing comprehensive performance and results analysis
- Oversee coordination with internal departments to ensure resource needs are effectively anticipated, communicated and coordinated
- Work closely with fundraising team to create and solicit sponsorship and funding opportunities for special events
- Build, liaise and nurture relationships with industry partners, commerce and visitor associations, and key stakeholders
- Coordinate with administrative and financial team on contracts and agreements, billing, insurance, permitting, and other legal and administrative matters
- Perform other duties as assigned

### Required Skills/Abilities:

- Excellent communications skills and the ability to communicate professionally both verbally and in writing
- Strong leadership abilities and the ability to lead teams and individuals
- Enthusiastic, self-motivated and professional demeanor
- Excellent relationship management and interpersonal skills
- Demonstrated ability to collaborate within and across teams
- Superior judgment and diplomatic skills
- Highly organized, detail-oriented approach, and the ability to think analytically
- Ability to manage multiple competing tasks with organization and accuracy



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- Ability to pass a background check
  - Ability to work early mornings, late evenings and occasional weekends

Education and Experience:

- Bachelor's degree in hospitality, public relations or related field
- 5+ years of experience in event management, demonstrating growth in responsibility and advancement; nonprofit experience preferred
- Experience in building and maintaining business relationships
- Working knowledge of the Greater Richmond Region desired
- Valid VA driver's license required

Physical Demands:

- Frequent sitting, standing, walking and talking for extended periods
- Ability to lift 50 lbs. repeatedly and to perform physical tasks in all weather and temperature conditions
- 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

Competitive compensation and benefits package that includes 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](mailto:employment@maymont.org). Please include the position title in the subject line.

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*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.*