

## MANAGER OF EDUCATION

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.

Maymont's Manager of Education oversees the planning, coordination and delivery of a variety of educational offerings in partnership with educational and community organizations. The Manager of Education is a leadership position with supervisory, administrative, department planning and revenue generation responsibilities. This position reports to the Director of Programming and Community Engagement.

### Essential Functions include:

- Works collaboratively with education team to provide coordinated year-round and seasonal educational programming and on-site experiences throughout the estate, including school programs aligned with the Virginia Standards of Learning for K-12 students, summer camps, after-school and out-of-school programs, private group tours, community discussions, and workshops
- Develops and implements a dynamic annual schedule of programs incorporating project-based learning, hands-on experiences and visitor engagement strategies for a wide variety of audiences, with a focus on high-quality, on-mission content and revenue generation
- Conducts ongoing program evaluations to monitor the relevance, effectiveness and sustainability of programming, while keeping content fresh and current for a variety of market segments
- Trains, supervises and evaluates education staff, volunteers and interns to encourage and empower the delivery of an engaging, educational and inspiring visitor experience
- Fosters and strengthens connections and partnerships for collaborative programming with schools, museums, interpretation sites and organizations by attending conferences, workshops and other community events, while representing Maymont's education department
- Collaborates with internal departments in areas of content creation and review, as well as grant funding solicitation, implementation and reporting
- Supports budget and financial planning for the department and participates in the ongoing budget management and purchasing
- Thinks strategically in diversity, equity and inclusion (DEI) initiatives, working toward the goal of enhancing DEI in all elements of educational programming
- Regularly participates in programs and events and performs other duties as needed to ensure continuity and coordination in the delivery of educational programming efforts
- Supports Maymont community and fundraising events, which may occur outside normal work schedule

### Education and Experience:

- Bachelor's degree in education, science or related field
- 5+ years of relevant work experience in education, with experience in formal educational setting preferred



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Core Competencies:

- Excellent verbal and written communication skills
- Strong organizational skills, time management skills, and the ability to multi-task and prioritize tasks to meet deadlines
- Experience in program planning, implementation and evaluation
- Prior experience in budget planning and implementation, and grant project management preferred
- Entrepreneurial spirit and ability to act with flexibility, creativity, and innovation to develop and implement sustainable programming
- Well-rounded knowledge of Maymont's content areas, including but not limited to Virginia watersheds, wildlife, habitats, native plants and other topics
- Ability to work effectively with individuals of diverse backgrounds and experiences, within Maymont as well as in partner organizations, in a spirit of collaboration
- Prior experience or willingness to handle tame, domestic or exotic animals, including reptiles
- Proficiency in MS Office software
- Conversational Spanish language skill is preferred

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

Competitive compensation and benefits package 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.*