



MANAGER OF ADVANCEMENT 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. 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 Manager of Advancement Services to provide strategic and analytic data support for the organization. The Manager is a critical member of the advancement team supporting the management of overall fundraising and ticketing processes. The Manager of Advancement Services reports directly to the Vice President of Advancement and Engagement.

Essential Functions:

- Provides leadership and oversight to customer relationship management, ticketing platforms, and other information systems and data-management processes
- Provides proactive management, training, and maintenance of Maymont's information systems
- Executes advancement reporting providing weekly, monthly and annual data trends and analytics through dashboards and other reports
- Creates and maintains policies and procedures necessary to the integrity, reliability and confidentiality of all donor information, gift processing and financial reporting, and receipting for gifts, pledges and gift intentions
- Plays a key role in the ongoing review of internal processes towards the goals of modernization of systems, implementation of new technologies, and enhancement of processes and procedures
- Supports advancement functions such as ticketing, events, fundraising, communications and stewardship
- Works closely with internal departments to ensure consistency and accuracy of data management across the organization
- Supports Maymont community and fundraising events, which may occur outside normal work schedule
- Management responsibilities of the Associate Manager of Individual Giving and their daily and weekly responsibilities within the overall fundraising strategy
- Carries out other duties as assigned

Education and Experience:

- Must have mastery of a CRM Database and Windows Office Suite, including proficiency in Excel
- Minimum of 5 years' experience in database systems, data entry and reporting

Required Skills/Abilities:

- Strong understanding of analytics and actionable reporting
- Strong organizational, analytical, verbal and written communication skills
- Ability to 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 Blackbaud products a plus, specifically Raiser's Edge or Altru
- Ability to pass a background check
- Valid driver's license required with reliable transportation to/from Maymont



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

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.