



VIRGINIA MUSEUM OF FINE ARTS

### Assistant Manager of Advancement Services

The Virginia Museum of Fine Arts' Advancement Department seeks a highly motivated individual to assist in the management and administration of back-office fundraising activities for the Virginia Museum of Fine Arts Foundation. Primarily the Assistant Manager of Advancement Services will oversee the daily membership and gift processing and serves as the lead coordinator for ad hoc, monthly, quarterly and annual reports for the Advancement department.

The Assistant Manager of Advancement Services has the overall responsibility to oversee 1 full-time gift processor and 1 part-time gift processor in effective gift entry, tracking and analysis to support fundraising efforts to reach fundraising and membership goals. Additionally this position supports donor communications by aiding in list management, donor and member data integration, prospect research efforts, appeal creation, tracking and analysis, facilitating procedures and policies to retain comprehensive donor records and activities in an accessible and central location and working with foundation accounting staff on reconciliation as needed.

The ideal candidate will have an extensive knowledge of donor database management and data analysis and experience with computer applications and data systems for a variety of office needs including but not limited to Blackbaud's Raiser's Edge (RE), Microsoft Excel, Word and PowerPoint as well as experience using reporting software. Previous experience in a fundraising, museum setting, or higher education environment is highly preferred. Other qualifications include: strong attention to detail; ability to prioritize, multi-task and work under pressure in a fast-paced team environment; ability to support the Advancement team as needed and to work independently. In addition, the selected candidate must demonstrate an understanding of privacy and confidentiality in an Advancement setting. A security background check will be required. EOE/AA, Virginia Values Veterans (V3) Certified Employer.

This is a full-time position that includes excellent benefits. Position is open until filled. Please send responses (a resume, cover letter and salary history) to: Virginia Museum of Fine Arts, Human Resources Office, 200 N. Boulevard, Richmond, VA 23220 or e-mail [bobby.graves@vmfa.museum](mailto:bobby.graves@vmfa.museum)

Read more at <https://vmfa.museum/about/job-posting/assistant-manager-of-advancement-services/#dXepLzsOkm2pLQIk.99>