

The New York Philharmonic seeks a **Major Gifts Officer** to identify, cultivate, and solicit potential major donors while building successful donor relationships and increasing annual support for the institution. As a member of the Development Team, the Major Gifts Officer collaborates with team members to ensure each donor is actively engaged in Philharmonic activities.

Responsibilities include but not limited to:

- Identify, cultivate, solicit and steward donors and prospects.
- Work to maintain a schedule of cultivation and solicitation with a portfolio of prospects and members of various giving groups devoted to the New York Philharmonic.
- Engage through a rigorous strategy system, identifying and cultivating new prospects as well as from the Philharmonic's audience.
- Draft correspondence and gift acknowledgements; other writing and administrative tasks as required.
- Coordinate, manage and lead special donor sponsorship dinners, salons and other Patron and Major Gifts events, coordinating with Special Events team, Patron Services and Customer Relations.
- Provide accurate and timely management of portfolio, along with developing unique and personal solicitation strategies, both written and direct, throughout the year.
- Work with Operations team to help manage membership services for individual donors; work in partnership with Manager, Development Database, on new analytical reports.
- Participate in special events as needed.
- Miscellaneous duties as required.

The ideal candidate will have a college degree with 5 to 7 years of experience serving and interacting with high level donors; outstanding written and verbal skills; be an excellent team player; strong time-management and organizational skills; relationship-building experience; creativity; ability to attend concerts and other events several evenings per week; enthusiasm for classical music. Foreign language knowledge and some international experience appreciated. Tessitura knowledge a plus.

Please submit a resume and a cover letter along with your salary expectations to resumes@nyphil.org.