

The **NY Philharmonic** seeks a **Gifts Coordinator** for posting gifts and pledges in Raiser's Edge and reconciliation with Finance Department. Responsibilities include:

1. Enter development gifts, maintain memberships and donor information in Raiser's Edge:
2. Post gifts entered in Raiser's Edge to Finance twice a week.
3. Manage quarterly reconciliations with Finance
4. Process credit card charges in Raiser's Edge and ICVerify.
5. Develop Raiser's Edge queries, exports and reports as requested by Development Database Administrator and Development staff members
6. Miscellaneous duties as required.

This position requires attention to detail, ability to work collaboratively with Finance to keep Development and Finance data synchronized. Experience with Raiser's Edge or other fundraising system a plus. Knowledge of MS Access, Excel and Mail Merge a plus.

Please send resume including salary history/requirements to: [resumes@nyphil.org](mailto:resumes@nyphil.org). Please indicate position for which you are applying in the subject line. We regret that we will be unable to respond to each applicant. We will only contact candidates being considered for interviews. No phone calls please.

**EQUAL OPPORTUNITY EMPLOYER**