The New York Philharmonic seeks a **Manager, Donor Information and Analysis** to function as the Tessitura database expert and data analyst for the Development Team.

Responsibilities include but not limited to:
- Working with Development staff to determine Key Performance Indicators and creating tools to evaluate these KPIs.
- Building dashboards in Tessitura Analytics to interpret data to drive strategy.
- Coordinating with the Membership teams to analyze campaign effectiveness, evaluate segment testing, and assess membership trends.
- Developing training materials for Tessitura best practices, onboarding new hires, fielding staff questions, and continuously training staff on additional functionality.
- Assisting with data hygiene projects to maintain database integrity.
- Working with colleagues across the organization to develop systematic data management and to ensure fluidity of data sharing and mining.
- Executing lists and extractions for Development staff, including for event invitations.
- Providing support to the Development Operations team, including processing gifts when needed.
- Serving as the liaison between IT and Development to effectively communicate Development needs.
- Overseeing simultaneous Tessitura projects and managing timelines.
- Serving as the Development point person for Subscription Renewals.
- Being active in the Tessitura community and continuing education for knowledge sharing, latest trends, new features, and opportunities for data.
- Miscellaneous duties as required.

The ideal candidate will have a bachelor’s degree with three to five years of non-profit experience, preferably within a Development Department. Solid understanding of Tessitura is essential. Must be a strategic and proactive thinker with strong oral and written communication and project management skills. Proficiency with MS Excel and Office Suite.

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