The New York Philharmonic seeks a **Manager, Prospect Research** to conduct tactical research, prospect for new donors, and advise on solicitation strategies.

Responsibilities include but not limited to:
- Regularly pulling, uploading, and reviewing Wealth Screen data of new donors and ticket buyers to optimize Wealth Screen data.
- Reviewing concerts for best prospects and standardizing distribution of prospects to Development Staff.
- Preparing prospect lists for regular assignment.
- Meeting with Major Gift Officers to provide recommendations on solicitation strategies and conducting portfolio reviews.
- Maintaining and evolving the prospect management system in Tessitura and updating Tessitura records.
- Building systems to rank prospects and developing strategies to use the rankings.
- Developing methods to analyze data for effective prospecting.
- Working with the Campaign team to highlight and research prospects for the Campaign.
- Preparing research for the President & CEO, Executive Staff, VP, Development, and Board of Directors members as needed.
- Conducting in-depth profiles on current and prospective donors when necessary.
- Serving as a liaison between the Research Team and the Executive Office to distribute essential information to the Development Department.
- Supervising the Prospect Researcher and the Prospect Research Assistant and ensuring the team delivers timely research.
- Managing the Research Team’s budget.
- Miscellaneous duties as required.

The ideal candidate will have a bachelor’s degree with three to five years Prospect Research experience, including demonstrated experience working with Wealth Screens. Excellent organizational and analytical skills, with a keen attention to detail. Strong written and verbal skills. Ability to produce under deadlines and work independently and effectively. Proficiency in Microsoft Office and CRM databases (preferably Tessitura). Prior experience managing people or leading a team.

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