Founded in 1842, the New York Philharmonic is the oldest symphony orchestra in the United States, and one of the oldest in the world. Each season the Philharmonic connects with up to 50 million music lovers through live concerts in New York City and on its worldwide tours and residencies. David Geffen Hall, the home of the Philharmonic, is currently under renovation and the orchestra is performing in several different venues this season. The new hall will re-open to the public in the fall of 2022 with state-of-the art acoustics and more inviting spaces.

The New York Philharmonic seeks an **Associate Director, Major Gifts** 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 Associate Director, Major Gifts will manage the International Advisory Board and collaborate with the Director of Development to achieve ambitious fundraising goals. They will manage multiple Major Gifts Officers.

**Responsibilities include:**

- **Lead, manage, and grow the International Advisory Board,** an international network of major donors who help expand the reach and influence of the Philharmonic. Work closely with IAB Co-Chairs, plan annual meeting and other activities in New York, and coordinate events in international locations. Secure new members and leverage international tours to secure new funding.
- **Build, develop, and maintain strong relationships with personal portfolio of major donors, Patrons, and prospects** while soliciting major gifts through acquisitions, renewals, and upgrades, collaborating with Director of Development and Major Gift Officers to reach annual goal.
- **Develop and implement unique and personal solicitation strategies,** both written and direct.
- **Supervise team of two Major Gifts Officers.**
- **Identify prospects, develop cultivation strategies,** and work closely with the Development Operations team and other colleagues to build a systematic pipelining process.
- **Collaborate with Director of Development on forecasting and tracking of major gifts; collaborate with development colleagues to ensure proper crediting and fulfillment of benefits.**
- **Serve as frontline fundraiser and personal contact for major donors at high volume of concerts and events.**
- **Plan and co-host a series of pre-concert cultivation dinners attended by board members, major donors, prospects, and Philharmonic musicians.**
- **Participate in special events as needed and help lead Coffee and Conversation series and other virtual and in-person talks and lectures.**
- **Prepare an array of written communications including correspondence, invitations, solicitations, proposals, acknowledgements, reports, and other materials a required.**
- **Miscellaneous duties as assigned.**
Requirements:

A minimum of five years of major gifts experience; excellent writing/editing skills; strong customer service and communication skills; strong analytical and database skills; attention to detail; the ability to work independently but also collaboratively on simultaneous projects with other internal departments. Tessitura experience and previous exposure to high-level membership groups and donors is highly valued. International experience preferred. Previous experience at an arts organization is a plus. Commitment to valuing diversity and contributing to an inclusive working environment.

The New York Philharmonic offers a competitive salary and comprehensive benefits package to our full-time employees including:

- Medical Dental and Vision coverage
- Employer contributions to the 403(b) plan after one year of employment
- Employer paid Life and Disability insurance
- 12 Holidays
- 20 Vacation days in 3rd calendar year of employment

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

No phone calls, please. Although we appreciate your interest, we will only contact applicants we are considering for interview.

The New York Philharmonic is an Equal Opportunity Employer and does not discriminate on the basis of age, immigration or citizenship status, color, disability, ethnicity, gender, gender identity, marital and partnership status, national origin, race, religion, sexual orientation, veteran or active military service member or any other characteristic protected by federal, state or local laws in its employment policies.