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 a Development Associate to assist donors and support the frontline fundraising team.

**Responsibilities include:**

- Coordinate cultivation and stewardship events for individual donors including pre- and post-concert receptions, dinners, private performances, and donor lounges. Draft and send invitations, track RSVPs, plan events, and provide accurate reporting.
- Assist development officers with Zoom setup and logistics for virtual events.
- Answer multiple development phone lines and monitor development inboxes to assist with contributions, tickets, and general inquiries.
- Coordinate donor correspondence including renewal and solicitation letters and emails, acknowledgement letters and receipts, direct mail, donor stewardship pieces, mass emails, and other correspondence.
- Process gifts and utilize Tessitura database to pull lists, extractions, and reports.
- Provide administrative support to development officers and donor groups including Friends, Patrons, Young New Yorkers, Leonard Bernstein Circle, and International Advisory Board. Assist with membership cards, invoice processing, benefit fulfillment, telesales, and digital fundraising.
- Miscellaneous duties as assigned.

**Requirements:**

Bachelor’s degree with minimum of one year development experience, preferably in a cultural institution; strong computer and data skills (Tessitura experience is highly valued); strong customer service orientation and effective communication skills, including the ability to successfully work in a collaborative, team-oriented environment. Ability to produce under deadlines and work independently and effectively. 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.*