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 Institutional Giving Officer to serve as a key member of institutional giving team, raising funds from foundations and government agencies in support of the New York Philharmonic’s artistic and educational programs, community outreach activities, media initiatives, and special projects.

Responsibilities:

- Identify, develop, and implement strategies for cultivation and solicitation of current and prospective institutional donors to achieve revenue goals of $3+ million annually.
- Manage a personal portfolio of key foundations, helping to initiate and steward these relationships, and serve as first point of contact.
- Research new prospective foundation donors and funding opportunities.
- Write high-level foundation and government grant applications and reports.
- Maintain internal grant proposal and report calendar and revenue tracking on Tessitura.
- Work closely with colleagues throughout the Philharmonic to gather and verify information for proposals, applications, and reports, including Artistic, Education, Finance, and Marketing staff.
- Generate and regularly update program budgets, financial reports, statistical information, and supplemental materials for proposals and reports.
- Record and process grants received, prepare routing forms for development and finance, draft and mail acknowledgement letters.
- Develop and maintain crediting for institutional supporters including donor-specified language for printed and online materials.
- Perform other special projects as requested by the Director of Institutional & Corporate Giving.
- Prepare invitation lists for events and stewardship activities; attend select performances; participate in special events as needed.
- A commitment to valuing diversity and contributing to an inclusive working environment is required.
- Miscellaneous duties as assigned.
Requirements:
The candidate will have a bachelor’s degree and a minimum of five years development experience, preferably in institutional giving, with full knowledge of foundation and government solicitation and stewardship process. The candidate will have a proven track record of initiating and maintaining effective relationships with donors, strong writing and organizational skills with experience writing and editing high level proposals and grant applications, and the ability to work independently and manage multiple projects within a fast-paced work environment. Good computer skills, including Word and Excel, and experience with a fundraising database are essential, Tessitura a plus. Experience at an arts organization and knowledge of classical music and an ability to occasionally work evenings or weekends to attend performances and or cultivation events as needed.

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.