The New York Philharmonic connects with up to 50 million music lovers each season through live concerts in New York and around the world, as well as broadcasts, recordings, and education programs. The 2022–23 season marks a new chapter in the life of America’s longest living orchestra with the opening of the reimagined David Geffen Hall and programming that engages with today’s cultural conversations through explorations of HOME, LIBERATION, SPIRIT, and EARTH, in addition to the premieres of 16 works. This marks the return from the pandemic, when the NY Phil launched NY Phil Bandwagon, presenting free performances across the city, and 2021–22 concerts at other New York City venues.

The New York Philharmonic seeks a Prospect Research Manager to conduct tactical research, prospect for new donors, and oversee Moves Management.

Responsibilities:

- Develop methods to analyze data for effective prospecting.
- Regularly pull, upload, and review wealth screen data of new donors and ticket buyers to optimize results.
- Build systems to rank prospects and develop strategies to use the rankings.
- Assist Development staff with strategic list pulls for segmented mailings.
- Meet with Gift Officers to provide recommendations on solicitation strategies and conduct portfolio reviews.
- Maintain and evolve the Moves Management system in Tessitura and help lead monthly review meetings.
- Review concerts for best prospects and standardize distribution of prospects to Development Staff.
- Prepare prospect lists for regular assignment to Development teams.
- Work with the Campaign team to highlight and research prospects for multiple Campaigns.
- Prepare research for the President & CEO, Executive Staff, SVP of Development, and Board of Directors members as needed.
- Conduct in-depth profiles on current and prospective donors when necessary.
- Supervise research staff to ensure the team delivers timely and accurate projects.
- Manage the Research Team’s budget.
- A commitment to valuing diversity and contributing to an inclusive working environment is required.
- Miscellaneous duties as assigned.

Requirements:

Bachelor’s degree with minimum of three years of Prospect Research or Prospect Management experience. 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 efficiently. Proficiency in Microsoft Office and Tessitura or similar CRM database.

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.