



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 **Prospect Researcher** to conduct tactical research, prospect for new donors, and manage reactive research.

**Responsibilities include:**

- Develop creative ways to mine the database and manipulate data to find new prospects.
- Regularly upload and review Wealth Screen data of new donors and ticket buyers to optimize results.
- Generate prospects for regular distribution to all fundraising teams.
- Work with the Campaign team to highlight and research prospects for multiple campaigns.
- Conduct in-depth profiles on current and prospective donors.
- Prepare research for the Board of Directors, President & CEO, Executive Staff, and Senior VP of Development.
- Produce research documents for Special Events, Galas, and Board Committee Meetings, including Nominating and Development Committees.
- Work with the Director of Research to provide recommendations on solicitation strategies and conduct portfolio reviews.
- Upkeep and evolve the Prospect Management system.
- Implement methods to evaluate portfolio productivity and measure key performance indicators.
- Maintain Tessitura database records and conduct data hygiene projects, including coding deceased records and updating/adding contact information.
- Build relationships with fundraisers to foster strong working relationships with Development team.
- Keep departmental calendars and ensure the Research team is aware of all meetings and departmental needs.
- Manage news alerts and obituaries on donors and prospects.
- Supervise the Research Team's budget and process department invoices as needed.
- Handle the circulation and renewals of publications and databases.
- Miscellaneous duties as assigned.

**Requirements:**

Minimum three years' research experience and a degree in Library Science preferred. Excellent organizational and analytical skills, with a keen attention to detail. Familiarity with donor databases,

data entry, and data mining. Strong written and verbal skills. Ability to produce under deadlines and work independently and effectively. Proficiency in Microsoft Office and CRM databases (preferably Tessitura, Raiser's Edge, or Salesforce).

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
- Up to 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](mailto: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.*