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 Friends Program Manager. The Manager supports the New York Philharmonic’s Friends Program, a group of donors who contribute between $100-$2,499.

Responsibilities include:

- Oversee the day-to-day administration of the Friends Program.
- Meet annual Friends Program and Non-Membership Individual Giving goals.
- Create membership and fundraising collateral including solicitation, acknowledgment, and stewardship materials and maintain inventory of printed materials.
- Work with the AD, Individual Giving and Patron Program Manager to create a roster of donor events.
- Oversee and manage annual telefundraising campaign including lead generation, strategy, admin, and scripting. Act as main contact for telefundraising vendor.
- Draft and execute schedule of renewal, acquisition, and additional fund mailings for the Friends Program via direct mail and email channels.
- Project manage Development department’s annual summer benefits mailing.
- Identify strategies to cultivate prospects and lapsed donors and maintain current donors.
- Draft personal correspondence to Friends and special acknowledgements as needed.
- Expand online giving efforts, including Giving Tuesday, and website content maintenance.
- Participate in onsite initiatives and attend member events and donor rehearsals.
- Provide reports and analysis of Friends Program to AD, Individual Giving.
- Review annual budget and make recommendations to AD, Individual Giving.
- Collaborate with departments across the organization including Marketing, Finance and Digital teams to accomplish Friends Program goals.
- Assist with administrative tasks including fulfilling membership benefits, answering phone calls and emails, updating donor information in Tessitura database, generating reports, maintaining records and filing.
- Miscellaneous duties as assigned.

Requirements:
A college degree with at least 3 years of fundraising/membership experience, preferably in a cultural institution; strong written and verbal communication skills; strong customer service skills; CRM database experience (knowledge of Tessitura is a plus); availability to work some evenings; interest in the arts and desire to be part of a dynamic, fast-paced, results-oriented team. 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
- 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.

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.