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 Gift Planning Officer. The Gift Planning Officer will serve as a key member of the Development team. The Officer will be an experienced development professional with the skills and drive to implement all aspects of a comprehensive Gift Planning program. In addition to managing a separate portfolio of donors, the Officer will regularly collaborate with the Development Team’s front-line fundraisers to further promote, solicit, and document bequest intentions, and assist with processing gifts of IRA rollovers, gifts of stocks, mutual funds, and other blended gifts.

Responsibilities include:

- Manage and strategically grow a portfolio of donors in all phases of development to meet established annual and campaign fundraising goals and metrics.
- Oversee, coordinate, administer, and steward all revocable and irrevocable planned gift commitments.
- Work collaboratively to support front-line fundraisers to share gift planning knowledge to increase gifts of IRA rollovers, gifts of stocks, mutual funds, and other blended gifts.
- Ensure that reporting and compliance related to any planned gifts is completed in a timely manner.
- Build relationships with financial planners, attorneys, etc., to help build prospect and advisor pipelines.
- Coordinate activities of the gift planning society and other support groups.
- Participate in special events as needed and attend concerts throughout the season on weeknights and weekends.
- Miscellaneous duties as assigned.

Requirements:
Bachelor’s degree required and a minimum of 5 years fundraising, solicitation, and development strategy experience, preferably in a large institution environment. Have knowledge of estate planning, including wills, trusts and estate and gift tax laws with direct responsibility of planned giving goals. Know the legal recordkeeping requirements for fundraising and documenting donations. Independent work requires solid time management, goal setting, attainment, and project management skills. Excellent oral and written communication skills and strong computer skills required. Knowledge of
classical music and Tessitura is helpful. 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.*