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 Major Gifts Officer to be an active and frontline member of the Major Gifts team. The Major Gifts Officer manages a personal portfolio of major donors and prospects and maintains a schedule of cultivation, solicitations, and stewardship. They will develop fundraising strategies and identify and cultivate new prospects.

Responsibilities:

- Manage a personal portfolio of major donors and prospects including Leonard Bernstein Circle members and Patrons, with a focus on education and community engagement supporters. Maintain strong relationships and oversee cultivation, solicitation, acknowledgement, and stewardship of these donors.
- Work closely with research and development operations team to identify new prospects from the Philharmonic’s audience and the broader community.
- Draft proposals, reports, acknowledgements, and elaborate correspondence. Other writing and administrative tasks as required.
- Attend and co-host a series of pre-concert cultivation dinners, salons, and other special events, working closely with gift officers and development staff.
- Serve as frontline fundraiser and personal contact for donors at Philharmonic concerts. Host and participate in virtual and in-person special events as needed including talks, lectures, and receptions.
- Provide accurate and timely reporting of portfolio and develop unique and personal solicitation strategies.
- Work closely with individual giving, donor services, and development operations teams to fulfill membership benefits and ticket requests and ensure proper acknowledgement, receipting, and crediting of gifts.
- Miscellaneous duties as assigned.

Requirements:
Minimum of 4 years of major gifts experience. Previous experience interacting with high level membership groups and donors. Excellent communications skills, both written and verbal. Strong analytical and database skills. Attention to detail. Ability to work both autonomously and collaboratively on simultaneous projects. Tessitura experience is highly valued. Previous experience at an arts organization is a plus. 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.