

The New York Philharmonic seeks a **Manager, Patron Program** to oversee two fundraising groups: the New York Philharmonic's Patron Program and the Young New Yorkers Program (ages 21-45). The Manager will work with the Director, Membership and Operations to develop and implement strategies for cultivation, solicitation, acknowledgement and stewardship including benefits fulfillment.

Responsibilities include but not limited to:

- Oversee the day-to day administration of the Patron Program and Young New Yorker Programs.
- Create membership and fundraising collateral including solicitation, acknowledgment, and stewardship material.
- Maintain a portfolio of roughly 50 prospects and donors.
- Work with the Director of Membership and Operations and Manager, Friends Program to create a roster of donor events.
- Execute renewals, acquisitions, and additional fund mailings for the Patron and Young New Yorker Programs.
- Identify strategies to cultivate prospects and lapsed donors and maintain current donors.
- Draft personal correspondence to Patrons and Young New Yorkers and special acknowledgements as needed.
- Help support online and social media giving efforts and website content maintenance.
- Act as a liaison with outside vendors as needed.
- Participate in on and off site initiatives, attend member events, and visit the Patron lounge.
- Provide reports and analysis of Patron and Young New Yorker Programs to Director.
- Work with Departments throughout the Organization including Marketing, Finance and Digital Teams as needed for strategies.
- Work with Membership Associate on administrative tasks including fulfilling membership benefits, answering phone calls and emails, updating donor information in Tessitura database, generating reports, maintaining records and filing.
- Participate in special events as needed.
- Miscellaneous duties as required and assigned by Director of Membership and Operations.

The ideal candidate will have a college degree with 4+ years of fundraising/membership experience, preferably in a cultural institution. Strong computer and data skills preferred (Tessitura experience is highly valued). Outstanding writing/editing skills are essential; strong customer service orientation and effective communication skills, including the ability to successfully work in a collaborative, team-oriented environment, required. Some night and weekend work is required.

Please submit a resume and a cover letter along with your salary expectations to resumes@nyphil.org.