

The New York Philharmonic seeks a **Prospect Researcher** to produce in-depth research and create targeted prospect lists for corporate and foundation fundraising.

Responsibilities include but not limited to:

- Research financial and biographical information on prospects and current constituents using in-house and online resources to convey financial capacity and philanthropic tendencies.
- Prepare research materials containing pertinent data in advance of donor and prospect meetings for Development staff, top level executives, and Board Members.
- Provide research documents for Campaign Team members and effectively communicate analysis on identified information.
- Collaborate with the Corporate and Foundation teams to research new and existing funders and recommend solicitation and cultivation strategies.
- Review local, national, and international lists to identify prospective donors (ie other organizations' boards and donor listings) whose interests align with the New York Philharmonic's fundraising initiatives.
- Help prepare comprehensive research for Galas and Dinners and assist Special Events and Major Gift Officers incorporate donor cultivation strategies to events.
- Maintain up-to-date bios and demographics on Board of Directors.
- Update Tessitura records as necessary and assist with data hygiene projects.
- Train development staff on research tools and best practices
- Miscellaneous duties as required.

The ideal candidate will have a bachelor's degree with at least two years related experience. Excellent organizational and analytical skills, with a keen attention to detail. Strong written and verbal skills. Ability to produce under deadlines and work independently and effectively. Proficiency in Microsoft Office, customer databases (preferably Tessitura).

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