

● PRINCETON SYMPHONY ORCHESTRA
ROSSEN MILANOV, MUSIC DIRECTOR

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Development Associate

The Princeton Symphony Orchestra (PSO), widely regarded as one of New Jersey's finest arts organizations, is a highly successful, professional, per-service orchestra. The PSO creates opportunities for people in the greater Princeton area to experience excellent, innovative, live music in many forms and venues, enhancing their appreciation for music and encouraging them to engage in the art form.

The PSO presents a six (6)-concert subscription series with performances on Saturday and Sunday; pops and holiday concerts; a chamber music series in conjunction with the Institute for Advanced Study and other venues in the region; a lecture/presentation series in conjunction with the Princeton Public Library; an educational outreach program (BRAVO!); and is often contracted for fee-for-service engagements.

Position Opportunity:

The Development Associate supports all areas of fundraising for the PSO including assistance with the coordinating of the annual Gala, Musicales, receptions and cultivation events as well as providing support for the annual appeal, corporate, foundation and government grants, endowment and planned giving programs. This position performs a wide variety of tasks and confidential work including producing reports and correspondence related to donor activities and creating and managing budgets for events and grant programs.

This position requires excellent customer relation skills in dealing with donors, volunteers, PSO patrons, and employees as it will require general office administration services in addition to those laid out for development. The ideal candidate is someone who will enjoy the opportunity to make a big impact in many areas while working in a small office with a collegial team environment.

This is a full-time (exempt) position requiring regular evening and weekend work to cover PSO concerts and events. Salary is commensurate with experience; benefits include health insurance and paid vacation.

Essential Job Functions:

Development Activity

- Manage and Coordinate details of all special events, including Gala, Musicales, receptions, and cultivation events.
- Support staff and Board in their efforts to obtain private donations: research, identify, cultivate, steward, and solicit existing and prospective donors.
- Provide timely and accurate gift entry in compliance with IRS and PSO record maintenance standards, including preparation of acknowledgement correspondence.
- Share responsibility for overseeing donor database, reporting, and analysis.
- Participate in the design and implementation of donor appreciation and cultivation events and activities.
- Assist in the design, production, and mailings of all fundraising appeals and other donor correspondence.
- Maintain accurate donor listings.
- Provide logistical support and scheduling for meetings of appropriate development related committees.

General Office Assistance

- Staff all major PSO concerts and others as assigned to provide concert-related services to our patrons.
- Assist other members of staff, taking photos at events, and acting as a runner when needed.
- Manage the company's Flickr account; editing, uploading, and archiving photos.
- Assist in creating content and managing social media accounts.
- Assist in taking and processing ticket orders by phone when needed.

Additional Job Functions:

- Be able to travel to/from multiple venues.
- Capable of assisting with set-up; able to lift 25 lbs.
- Other duties as assigned.

Qualifications:

- Bachelor's degree, with minimum of two years of related experience.
- Superb organizational skills, attention to detail, project management skills, and the ability to plan, prioritize, and handle multiple deadlines.
- Excellent interpersonal skills to work with a variety of constituents.
- Proven ability to resolve conflicts and handle sensitive matter.
- Strong written and verbal communication skills.
- Flexibility to work outside normal office hours at concerts and events.
- Must have a valid driver's license, reliable transportation, and a clean driving record.

Desirable:

- An undergraduate or graduate degree in Arts Administration.
- Experience working for a non-profit and/or performing arts organization.
- Patron Manager/Salesforce experience.
- Knowledge of and passion for classical music/orchestral repertoire.

How to Apply:

Submit a cover letter and resume to 8xj4e9x3@app.catchthebest.com. Your letter will be considered a sample of your writing. All applications will be treated as confidential. Electronic submissions only – no phone calls. Interviews will be conducted on an ongoing basis until the position is filled.

The Princeton Symphony Orchestra (PSO) values diversity and inclusiveness in the workplace. Individuals who bring diverse backgrounds and perspectives are encouraged to apply. It is our policy to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristics protected by federal, state, or local law. In addition, the PSO will provide reasonable accommodations for qualified individuals with disabilities.

