



Manager, Institutional Giving

The Princeton Symphony Orchestra (PSO), widely regarded as one of the New Jersey's finest arts organizations, is a highly successful, professional, per-service orchestra. The PSO presents a six-program classical series at Richardson Auditorium in Princeton as well as pops, holiday, and education concerts, a chamber music series throughout Central New Jersey, a series of lectures and events for the community, and robust education programs reaching over 10,000 students annually. This is an exciting time of growth for the PSO: the organization has just announced a merger with The Princeton Festival, a June performing arts festival, and in 2020, the PSO began a new partnership with the Youth Orchestra of Central Jersey (YOCJ).

The PSO has proudly remained vital throughout the pandemic, delivering much of our standard programming virtually while also exploring new initiatives.

JOB TITLE

Manager, Institutional Giving

POSITION

The Institutional Giving Manager is an integral part of the Development team, responsible for leading the strategic management of institutional giving for the PSO, including corporate, foundation, and government support. The position will identify, cultivate, solicit, steward, and maintain relationships with businesses, foundations, and government agencies. The person in this position will be responsible for producing reports, and creating and managing budgets for grant programs.

This position performs a wide variety of tasks and confidential work related to donor activities. It requires outstanding communication skills, confident writing and editorial skills, and excellent customer relation skills in dealing with donors, PSO patrons, and employees. 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 position reports to the Director of Development.

ESSENTIAL JOB FUNCTIONS

- Manage the yearly schedule of grants to ensure timely submission of letters of intent, grant applications, and reports.
- Prepare highly competitive sponsorship proposals, grant requests, and other collateral materials for solicitation purposes.
- Secure gifts that meet or exceed annual revenue goals.
- Manage regular reporting and analysis of institutional giving.
- Establish a corporate membership program.
- Identify, research, and cultivate new funding opportunities from institutions.
- Design and implement a comprehensive strategy to identify and solicit sources of private and public institutional support.
- Build relationships between the PSO and businesses, foundations, and government agencies, including by attending business and community events to engage in and establish relationships with individuals from throughout the business community.
- Steward existing institutional donors by staying informed of their giving priorities, managing regular communications, and encouraging engagement in PSO events.

- Plan and execute cultivation visits with the ED and Director of Development, engaging Board members and other staff as appropriate.
- Assist with donor relations events.
- Share responsibility with the Development team for overseeing donor database, reporting, and analysis.
- Staff concerts as assigned to provide concert-related services to our patrons.
- Assist in taking and processing ticket orders by phone when needed.

MARGINAL JOB FUNCTIONS

- 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 four years of related experience.
- Superb organizational skills, attention to detail, project management skills, and the ability to plan, prioritize, and handle multiple deadlines.
- Strong written and verbal communication skills.
- Excellent interpersonal skills to work with a variety of constituents.
- Proven ability to resolve conflicts and handle sensitive matter.
- High level of proficiency in Word and Excel.
- 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.

COMPENSATION

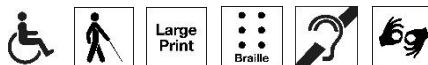
This is a full-time (exempt) position requiring regular evening and weekend work to cover PSO concerts and events. Salary is commensurate with experience; benefits include health insurance and paid vacation.

OTHER

All Princeton Symphony Orchestra employees and on-site contractors are required to be fully vaccinated against COVID-19, and must have received any booster shot for which they are eligible, as well as any future booster shot that may be required.

HOW TO APPLY

Submit a resume and cover letter to employment@princetonsymphony.org with "Institutional Giving" in the subject line. **Application deadline: March 9, 2022.** All applications will be treated as confidential. Electronic submissions only – no phone calls. Reference and background check will be completed during final interview process. If you require any assistance or accommodations during the interview process, please include this information when submitting your application.



The Princeton Symphony Orchestra (PSO) is deeply committed to a thoughtful, honest, and ongoing self-examination of how we are applying principles of equity, diversity, and inclusion (EDI) and antiracism within our organization. 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, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, status as a qualified individual with a disability, or any other characteristics protected by federal, state, or local law.