



Manager, Special Events and Donor Engagement

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, Special Events and Donor Engagement

POSITION

The Manager of Special Events and Donor Engagement oversees the coordination and execution of all PSO fundraising and cultivation events. Responsibilities include participating in designing events, coordinating all logistics, invitation lists, tracking RSVPs, timely correspondence with donors, managing event budgets, communicating with vendors and managing the special events committees.

This position performs a wide variety of tasks and requires 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

- Oversee execution of all fundraising and cultivation events such as the Gala, Musicale salons and post-concert receptions, inclusive of booking venues; liaising with vendors; generating invitation lists; organizing invitation mailings, email blasts, and save-the-date reminders; tracking RSVPs; soliciting corporate support/sponsors where appropriate; obtaining insurance certificates; co-designing program books and invitation copy with Manager of Marketing/PSO's graphic designer; creating production sheet timelines; managing budgets; and regularly communicating with attendees and donors.
- Coordinate and manage catering contracts and receptions at the Princeton Festival (the PSO's annual summer music festival held in June).
- Prepare event reporting analyses and enter gifts on database in compliance with IRS and PSO record maintenance standards.
- Solicit season program book advertisers and assist with program book design.
- Staff PSO concerts and events including a particular concentration of events in the month of June. Assist in providing event-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.
- Excellent interpersonal skills to work with a variety of constituents.
- Proven ability to resolve conflicts and handle sensitive matters.
- Strong written and verbal communication skills.
- 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

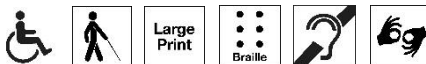
This is a full-time (exempt) position requiring regular evening and weekend work to cover concerts and events. Salary is commensurate with experience; benefits include health insurance and paid vacation.

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 "Donor Special Events" in the subject line. **Application deadline: April 1, 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.