

# Development Manager

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 presents a six-program classical series at Richardson Auditorium in Princeton as well as pops, holiday, and education concerts, a chamber music series, lectures and events for the community, and robust education programs reaching over 10,000 students annually. The PSO values its partnership with the Youth Orchestra of Central Jersey (YOCJ). Each June, the PSO presents the Princeton Festival, a multi-genre performing arts festival produced in an 11,000 sq. ft tent on the grounds of Morven Museum & Garden. The Princeton Festival offers a robust schedule including fully-staged opera, concerts (orchestral, chamber music, Broadway/pops, jazz, baroque), lectures, and community events.

## **JOB TITLE**

Development Manager

## **POSITION**

The Development Manager works within a highly collaborative development team to meet overall fundraising goals and budgetary needs of the PSO. This position provides administrative support and assistance in the acquisition, stewardship, and retention of donors in order to build and advance lasting relationships that result in donations to the organization. It is approximately 50% administration and 50% event support.

The Development Manager ensures the smooth operation of the team by managing gift processing and acknowledgments, maintaining accurate donor and prospect records, and conducting research to identify new funding opportunities. The Development Manager is responsible for a portfolio of stewardship events and provides administrative support to all events, regularly working nights and weekends.

This position reports to the Assistant Director, Annual Giving.

## **Development Communications**

- Effectively write and edit high-quality donor communications that demonstrate deep knowledge of our programs and mission. Participate in the creation of stewardship materials, including annual impact reports.
- Assist the Assistant Director, Annual Giving with grant reports and boilerplate language development.
- Support the production, assembly, and preparation of all development mailings, such as year-end appeals, fundraising event invitations, and stewardship campaigns, including list and report pulls.

## **Development Operations**

- Execute all aspects of gift processing, including accurate entry in the donor database, regular bank deposits and documentation for bookkeeper, and prompt acknowledgements of all gifts, both to satisfy IRS requirements as well as ensure appropriate donor stewardship.
- Maintain the accuracy and integrity of the donor database, including by managing duplicate records, tracking event attendance, and updating donor contact information.
- Assist with donor recognition plans and stewardship, including by compiling donor lists for pieces such as print and digital programs, impact reports, press releases, and other honor rolls as needed.
- Manage deposits and ensure appropriate documentation for bookkeeper, including regular reconciliation of the general ledger and the donor database.
- Assist in all aspects of the annual audit, particularly by preparing reports and providing requested documentation to auditors.
- Share responsibility for ongoing prospect research and stewardship of existing donors.

- Serve as a concierge for top-tier donors and members, ensuring seamless coordination and a warm, professional presence at concerts and events.
- Support the CDO and development team as needed.

### Special Events & Community Partnerships

- Support Director of Strategic Partnerships and Special Events for all fundraising and cultivation events inclusive of booking venues, liaising with vendors, generating invitation lists, organizing mailings, managing production timelines.
- Plan and execute a small portfolio of events, including pre- and post-concert receptions, that bring donors closer to the Orchestra. Serve in a variety of event roles including greeter, photographer, artist liaison.
- Create and maintain event tracking documents and reports, including post-event reconciliation.
- Liaise with marketing on event timeline creation and assist in the creation of collateral materials for each event.
- Coordinate and manage catering contracts and receptions at the Princeton Festival in June.
- Help to identify, secure, and manage low dollar corporate sponsors and Festival community partners.
- Board meeting support to include catering when needed and general host duties.

### QUALIFICATIONS

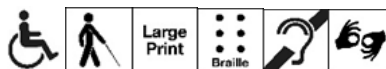
- Bachelor’s degree or equivalent with 1-2 years of development, campaign, or project management experience in a nonprofit setting; arts experience preferred.
- Experience with donor database systems; strong computer literacy skills.
- Strong time management, critical thinking, and attention to detail.
- Must have a valid driver’s license, reliable transportation, and a clean driving record.

### COMPENSATION

This is a full-time (exempt) position requiring regular evening and weekend work to cover PSO concerts and events. Salary Range: \$65,000-72,000. Salary is commensurate with experience; benefits include health benefits, 401(k) with employer match, long term disability insurance, and paid time off. Candidate must be willing to relocate to the Princeton, NJ area.

### HOW TO APPLY

Submit a resume and cover letter to [employment@princetonsymphony.org](mailto:employment@princetonsymphony.org) with “Development” in the subject line. **Applications will be received until the position is filled.** 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.*