

Position Title: Sponsorship Manager
Classification: Exempt
Department: Development
Reports to: Vice President of Development

To create, maintain and grow a comprehensive sponsorship program for the New York Philharmonic.

Responsibilities

1. Identify and implement solicitation and cultivation strategies for corporate gifts at all levels.
 2. Prepare revenue projections and track to goals.
 3. Coordinate the preparation, design and production of sponsorship and grant proposals to corporate prospects; write proposals and briefing memos.
 4. Establish contacts and maintain strong working relationships with corporate clients.
 5. Coordinate and manage activation and fulfillment for multiple corporate sponsorships.
 6. Work with development staff and members of artistic, education, marketing, publicity and production departments, and board members.
 7. Miscellaneous duties as required.
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Requirements

Minimum of 5 -7 years corporate fundraising, sponsorship or agency experience, a college degree, excellent communications skills, proficiency with PowerPoint and exposure to a large institutional environment. Outstanding writing skills are essential. Knowledge of Raiser's Edge a plus.
