



# PITTSBURGH SYMPHONY ORCHESTRA

## Prospect Research and Stewardship Coordinator

Reports to: Manager of Individual Support

Supervises: None

Status: Exempt, Full-Time

### Job Purpose

The Prospect Research and Stewardship Coordinator will be an integral member of the Individual Support team, working to identify and qualify prospective donors as part of the moves management system. Working closely with SVP & Chief Development Officer, Individual Support and Events teams, and Board members, they will hone the PSO's research and prospect tracking capabilities, while also ensuring stewardship of current donors.

### Essential Duties and Responsibilities

- Research and write detailed, concise, and clear profiles for current donors and prospects as directed
- Manage the department's use of Tessitura (the Symphony's CRM system) for donor research. This includes collaborating with the Individual Support team to establish and maintain efficient research processes, integrating iWave wealth screening software, and working with the Database Administrator and local Tessitura team to enhance our use of the system.
- Prepare data analyses for the Symphony's donor base by assembling complex data sets and analysing the results to identify trends or areas for increased financial support
- Identify and research new donors or ticket buyers to assist in immediate donor engagement efforts
- Perform quantitative analysis to determine capacity ratings based on financial data to qualify prospects
- Track prospects and donors through monitoring daily news, online alerts, and utilizing internal information
- Help facilitate the Development department's moves management process to identify major gifts prospects and to help ensure that gift officers are prioritizing their time to maximize fundraising
- Maintain a working knowledge of data trends in the philanthropic industry, both on a broad scale and issues specific to the performing arts/classical music
- This document is a summary of the typical functions of the job not an exhaustive or comprehensive list of all possible job responsibilities, tasks and duties.

### Required Education, Experience and Abilities:

- Bachelor's degree or equivalent work experience
- 1-2 years of experience working in an office setting
- Exceptional computer skills; proficiency in Microsoft Office (especially MS Excel); familiarity with database management/customer relationship management (CRM) systems



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- Excellent editorial, written, and verbal communication capabilities, including clear and concise writing skills and attention to detail
- Ability to work independently but also as a member of a team
- Ability to meet deadlines and perform well under pressure
- Ability and willingness to work irregular hours, including evenings and/or weekends when necessary

## **Preferred Education, Experience and Abilities:**

- Previous work in a nonprofit setting
- Familiarity with Tessitura database software or iWave research software
- Experience or training on data analysis and presentation techniques/tools

## **Physical Requirements:**

- Ability to work on a computer for extended periods of time
- Ability to operate related equipment, i.e. computer, copier, scanner

The specific statements shown in each section of the description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Pittsburgh Symphony, Inc. recognizes that an individual with a disability may require a job modification/ accommodation to enable them to successfully perform a job function. Consideration will be given to such requests. Such requests should be directed to Human Resources.

Pittsburgh Symphony, Inc. provides equal opportunity to all qualified employees and applicants for employment without regard to race, color, religion, sex, gender, pregnancy, sexual orientation, gender identity, genetic information, ancestry, national origin, age, physical or mental disability, marital status, veteran status, or any other class or category protected by local, state, or federal law.

To apply, please send a cover letter and resume to [hr@pittsburghsymphony.org](mailto:hr@pittsburghsymphony.org)