



PITTSBURGH SYMPHONY ORCHESTRA

Director of Corporate Support

Reports to: Senior Vice President & Chief Development Officer

Supervises: Manager of Corporate Support

Status: Exempt, Full-Time

Job Purpose

The Director of Corporate Support will play a key leadership role in the Orchestra's Development team. As part of a new five year Strategic Plan, the Pittsburgh Symphony Orchestra (PSO) has begun a transformation that focuses on audience and community engagement and music learning. We are significantly increasing fundraising efforts tied to this transformation with corporate giving playing an important role. The Director of Corporate Support will be a highly motivated individual with a strong development or sales background that includes demonstrated experience in securing significant sponsorships, corporate gifts or sales and a track record of pipeline development and relationship management. This position will be externally facing working with the PSO's current corporate donors and sponsors and proactively developing new sources of corporate support.

Essential Duties and Responsibilities

- Responsible for the overall management and growth of the PSO's corporate giving program which currently brings in \$1 million annually and is slated to grow aggressively over the next five-years
- Create strategies to grow overall revenue by increasing existing support from current donors, and identifying and engaging with new prospects to expand the donor pipeline.
- Oversee a portfolio of 100 corporate funders and prospects by conducting calls and face-to-face meetings on a daily basis with a goal of 5-7 meaningful touchpoints per week totaling at least 300 per year.
- Research, identify, track, and solicit institutional prospects and donors to grow funding for PSO initiatives such as the core concert series, Learning & Community Engagement, special projects, events, and touring.
- Oversee and mentor the Manager of Corporate Support on the preparation of prospect research, proposals/applications, sponsorship activations, enacting promised recognition & benefits, and creating interim/final reports.
- Encourage and support active engagement of sponsors and Corporate Partners at PSO and Heinz Hall events (e.g. Corporate entertaining via receptions, "Corporate Nights", ticket-usage, etc.) including developing new PSO/Heinz Hall experiences that attract and meet the needs of corporate sponsors.
- Collaborate with PSO Senior Staff, Board, and staff to increase the effectiveness of corporate prospecting, solicitations, and strong relationship management with new and existing sponsors.
- Represent and leverage the PSO's role as an economic driver for Pittsburgh with external community partners such as: the Allegheny Conference on Community Development and its marketing affiliate, the Pittsburgh Regional Alliance; African American Chamber of Commerce of Western PA; VisitPittsburgh; the Allegheny County Airport Authority; and the Commonwealth of PA's Office of International Business Development.



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- Working with the Senior Vice President & Chief Development Officer, set and monitor corporate Annual Fund and sponsorship revenue and expense budget as needed.
- Participate in Development fundraising and benefit events as required.
- 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 (Master's degree preferred)
- 7 or more years of corporate sales and/or fundraising experience.
- Knowledge of the Pittsburgh corporate and business community
- Excellent written and verbal communication skills; strong interpersonal and organizational skills
- Strategic thinking and self-motivated leadership style
- Experience building and managing a donor/sales pipeline
- Extensive computer skills; fluency in Microsoft Word, Excel, and PowerPoint.
- Ability and willingness to work irregular hours, including evenings and/or weekends when necessary.

Preferred Education, Experience and Abilities:

- Familiarity with Tessitura database software

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. The 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.

The 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