



PITTSBURGH SYMPHONY ORCHESTRA

Manager of Corporate Support

Reports to: Associate Director of Corporate Support

Supervises: None

Status: Exempt, Full-Time

Job Purpose

Under the direction of the Associate Director of Corporate Support, the Manager of Corporate Support supports and implements fundraising strategies to increase contributed revenue from corporations with a primary emphasis on stewardship of corporate partners. The PSO's Corporate Support team raises more than \$1.2 Million on an annual basis and will continue to significantly increase fundraising efforts as the PSO has begun a transformation to focus more on audience and community engagement and music learning. This role has the potential to expand to include more responsibility for cultivating corporations at the grassroots level.

Essential Duties & Responsibilities

- Manage the stewardship of corporate partners and sponsors. This includes cross-departmental coordination of donor benefits and enacting promised recognition, such as ensuring proper brand exposure and facilitating opportunities for corporate partners to host groups and entertain at Heinz Hall. Stewardship responsibilities also include writing regular external communications, such as a monthly e-newsletter, to maintain engagement with corporations.
- Support solicitation efforts associated with the Corporate Annual Fund. Responsibilities include coordinating direct mail campaigns and writing grant proposals and interim/final reports. Serve as a point person for the utilization of the Commonwealth of Pennsylvania's Educational Improvement Tax Credit (EITC) program and prepare annual application to maintain EITC eligibility.
- Manage the Corporate Support team's calendar of donor/sponsor solicitations, events, delivery of benefits, and reporting.
- Serve as the Corporate Support team's primary database (Tessitura) user. Responsibilities include data entry, plans management, reporting and analysis, and general data maintenance.
- Manage the PSO's Dining Partners program and in-kind "trade" contributions from corporations, which includes organizing and monitoring the use of trade by PSO staff.
- Assist the Associate Director of Corporate Support in researching, identifying, and cultivating businesses to grow corporate investment in the PSO.
- Participate in occasional Development fundraising and benefit events as required.

Required Education, Experience and Abilities:

- Bachelor's degree
- 2-3 years of fundraising experience, preferably in the performing arts
- Excellent interpersonal and written and verbal communication skills
- Strong organizational skills and acute attention to detail
- Experience with at least one CRM database
- Extensive computer skills; fluency in Microsoft Word, Excel, and PowerPoint
- Ability to be self-driven as well as a positive team-player; meet deadlines; and perform well under pressure



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- Ability and willingness to work irregular hours, including evenings and/or weekends when necessary

Preferred Education, Experience and Abilities:

- Previous sales experience
- Previous experience with project management and/or event management
- Previous experience with grant writing and reporting
- Familiarity and proficiency in Tessitura

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 ecrittenden@pittsburghsymphony.org