

PITTSBURGH SYMPHONY JOB DESCRIPTION

STATUS:	NON-EXEMPT	EXEMPT	_ <u>X</u> _

PART-TIME ____ FULL-TIME _X_

JOB TITLE: Director of Corporate Support & Special Projects

DEPARTMENT: Development

REPORTS TO: Senior Vice President of Development & Chief Development Officer

JOB PURPOSE

• The Director of Corporate Support & Special Projects will play a key leadership role in the Orchestra's Development team. Over the next five years, the Pittsburgh Symphony Orchestra (PSO) is dramatically growing its fundraising efforts with corporate giving playing an important role. In addition, the PSO has two European tours in the planning stage as well as a tour to New York City that will have significant fundraising and sponsorship needs and opportunities. The Director of Corporate Support & Special Projects 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 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 more than \$1.2 million annually and is slated to grow aggressively over the next fiveyears
- Utilize all available resources to qualify, identify, solicit and engage corporate prospects in order to turn prospects into donors and sponsors.
- Conduct calls and face-to-face meetings with current and prospective sponsors on a daily basis with a goal of 5-7 meaningful touchpoints per week totaling at least 300 per year.
- Research, identify and solicit individual & institutional prospects to fund PSO touring activities.
- Supervise Manager of Corporate Support and interns assigned to the corporate team.
- Collaborate with PSO Senior Staff and Trustee committees to increase the effectiveness of corporate prospecting and solicitations.
- In collaboration with the Manager of Corporate Support and other pertinent PSO staff members, build and maintain strong relationships with new and repeat sponsors.
- Manage relationships with the following external 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.

- Working with the Senior VP of Development & Chief Development Officer, set and monitor corporate and tour projections 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.

TRUSTEE COMMITTEES

- Institutional Relationships Committee
- International Touring Sub-Committee

STAFF COMMITTEES

- Marketing & Sales Department meetings
- Tour Planning Group

QUALIFICATIONS

- Bachelor's degree (Master's degree preferred)
- 5 or more years of corporate sales and/or fundraising experience.
- Excellent written and verbal communication skills; strong interpersonal and organizational skills
- Self-motivated and comfortable working with little direction
- Experience building and managing a donor/sales pipeline
- Extensive computer skills; fluency in Microsoft Word, Excel, and PowerPoint. Knowledge of Tessitura a plus.
- Ability and willingness to work irregular hours, including evenings and/or weekends when necessary.

TO APPLY

Please send a cover letter and resume to Lindy Mason at Imason@pittsburghsymphony.org.