

PITTSBURGH SYMPHONY JOB DESCRIPTION

STATUS:	NON-EXEMPT	EXEMPT	_ <u>X</u> _	
	PART-TIME	FULL-TIME	Χ	

JOB TITLE: Manager of Corporate Support

DEPARTMENT: Development

REPORTS TO: Director of Corporate Support

JOB PURPOSE

Under the direction of the Director of Corporate Support, the Manager of Corporate Support develops
and implements fundraising strategies to increase contributed revenue from corporations with a primary
emphasis on stewardship of corporate partners.

Assist the Director of Corporate Support in tour sponsorship implementation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage the implementation of the Corporate Annual Fund including direct mail campaigns, phone call solicitations, and benefit implementation.
- Manage sponsorship activation by assisting in the preparation of proposals/applications, enacting
 promised recognition & benefits, and creating interim/final reports. Assist Director of Corporate Support
 in managing tour sponsorship activation.
- Assist the Director of Corporate Support in researching, identifying, cultivating, and soliciting businesses to grow corporate investment in the PSO. Utilize the Commonwealth of Pennsylvania's Educational Improvement Tax Credit program where applicable.
- Manage the activities and focus on growing the membership of the PSO/Heinz Hall Corporate Council, a new fundraising initiative geared toward engaging corporations at the grassroots level.
- Manage the PSO Conductor's Choice program and in-kind "trade" contributions from corporations, which includes organizing and monitoring the use of trade by PSO staff.
- Manage the calendar for corporate donor/sponsor solicitations, events, delivery of benefits, and reporting.
- 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.

COMMITTEES

Marketing & Sales Department meetings

QUALIFICATIONS

- Bachelor's degree
- 2-3 years of fundraising experience, preferably in the performing arts. Sales experience a plus.
- Excellent written and verbal communication skills
- Strong interpersonal and organizational skills
- Extensive computer skills; fluency in Microsoft Word, Excel, and PowerPoint. Experience with at least one CRM database. Knowledge of Tessitura a plus.
- Ability and willingness to work irregular hours, including evenings and/or weekends when necessary.

Please e-mail cover letter and résumé to:

Ms. Lindy Mason
Manager of Payroll & Employee Benefits
Pittsburgh Symphony, Inc.
Imason@pittsburghsymphony.org