

**Title:** Development & Events Manager  
**Location:** Union Square, San Francisco / Hybrid Work Environment  
**Type:** Full time, exempt  
**Start Date:** Immediately  
**Salary:** \$55-65k, with very generous benefits package  
**Reports to:** Director of Development

### **POSITION SUMMARY**

Reporting to the Director of Development (DoD), this position is responsible for managing the organization's events program and supporting fundraising efforts as assigned. The candidate will possess the skills to work successfully with stakeholders across the organization, including board members, supporters, patrons, staff, and external vendors.

### **Duties and Responsibilities:**

- In coordination with DoD, manage the organization's events program including donor events, Gala, and other events. Manage vendors, create invitations, manage invitation lists, and track RSVPs. Responsible for supporting technical functions for annual Gala and other events with direct support from the DoD. Assist with event budget management.
- Maintain the Development department calendar.
- Maintain donor records in PatronManager (Salesforce) and build and run reports as requested. Maintains electronic and hard copy individual and institutional donor files.
- Proofread a variety of public-facing materials including fundraising appeals, digital communications, letters, donor lists, and other pieces.
- Works with Office Coordinator to ensure timely processing of gifts and donation acknowledgements.
- Manages donor benefits fulfillment for both individual and institutional donors.
- Participates in donor cultivation and stewardship initiatives by phone, mail, email, and in person.
- Actively participates in Development and Gala Committee meetings, and other meetings as requested.
- Attends concerts and events throughout the season.
- Other duties as assigned.

### **Required Qualifications:**

- Experience working in a role with increasing responsibility.
- Superior computer skills and ability to learn new software applications.
- An avid learner who welcomes the opportunity to learn about classical, Baroque, and new music.
- Strong proofreading skills and painstaking attention to detail; values consistency and accuracy and believes these attributes are vital in maintaining superior internal and external relationships.
- Ability to manage multiple and competing deadlines in a very fast-paced environment.
- Adheres to deadlines and communicates professionally and effectively with managers and colleagues.
- Must be able to make decisions confidently and work independently. Mature team member who thinks on their own feet and thrives on making and suggesting improvements.
- Capable of implementing and maintaining systems to improve departmental output.
- Proven organizational skills.
- Diplomatic and professional demeanor and ability to navigate a range of stakeholders, and confidence in donor-facing situations.
- Must be able to attend and work at concerts and events in the evenings and weekends.

### **TO APPLY**

To apply, please send a cover letter and resume to [jobs@philharmonia.org](mailto:jobs@philharmonia.org). Thank you for your interest.

**ORGANIZATION OVERVIEW:**

Now in its 43rd year, Philharmonia Baroque Orchestra & Chorale (PBO) is the leading and largest ensemble of its kind in North America and the second largest orchestral organization in the Bay Area. Under the musical direction of Richard Egarr and performing repertoire from the Baroque, Classical, and early Romantic periods, as well as new music and opera, PBO is a highly versatile historically-informed ensemble comprising both the Philharmonia Baroque Orchestra and Philharmonia Chorale. The organization presents a Bay Area signature season of mainstage concerts in four Bay Area venues, at least 8 annual off-season programs, including large-scale opera productions, several alternative series, including SESSIONS and Jews & Music, commissions new works regularly through its long standing New Music for Old Instruments program, produces a comprehensive suite of education programs for youth and adults and maintains a robust national and international touring schedule. The ensemble has appeared regularly at Lincoln Center, Disney Hall, Yale's Norfolk Chamber Festival, among many others. In 2020, PBO won the San Francisco Classical Voice award for Best Opera in the Bay Area for its acclaimed production *Aci, Galatea e Polifemo*. PBO maintains deep artistic partnerships and relationships with the Mark Morris Dance Group, Davóne Tines, Tarik O'Regan, Anthony Roth Costanzo, Errollyn Wallen, Matthew Aucoin and the American Modern Opera Company (AMOC) and was the first orchestra in the Bay Area to commission Caroline Shaw to compose four acclaimed works. The organization maintains a partnership with The Juilliard School's Historical Performance division now seven years running, and engages with the conservatory in coaching, mentoring and side by side performances featuring Orchestra members and students. The ensemble has made more than 50 commercial recordings and has its own record label.

PBO embraces a workforce that reflects the exceptional diversity of the Bay Area and our country. Equal employment opportunities are available to all applicants without regard to race, color, religion, age, sexual orientation, sex, gender identity and expression, national origin, physical and mental disabilities, marital or partner status, pregnancy and military status.