

Position Description

Title:	Director of Special Events and Donor Stewardship
Department:	Philanthropy
Reports To:	Vice President of Philanthropy
Supervises:	n/a
Internal Contacts:	Philanthropy, Media & Communications, Performance Operations, President's Office, Provost's Office
External Contacts:	Trustees, Donors, Alumni, Vendors
Employment Status:	Full-time; Exempt
Salary Range:	\$80,000 to \$90,000

One of the world's foremost music conservatories, **Manhattan School of Music** is deeply committed to excellence in education, performance, and creative activity; to the humanity of the School's environment; to preparing all our students to find their success; and to the cultural enrichment of the larger community. MSM inspires and empowers highly talented individuals to realize their potential. We prepare our students to be accomplished and passionate performers, composers, teachers, and imaginative, effective contributors to the arts and society.

As a key member of the Philanthropy Office, the **Director of Special Events and Donor Stewardship** organizes and oversees high-profile special events for the School. These include an Annual Gala in the Rainbow Room; a fall fundraiser supporting MSM's acclaimed Precollege; monthly cultivation events, such as pre- and post-concert receptions for Virtuoso Society patrons; and an array of other donor stewardship events, both on and off campus, including an annual scholarship donor luncheon in the President's Residence. In addition to event management, this position advances the ongoing stewardship of MSM's donors, including alumni, parents, foundations, trustees, and scholarship donors. The Director of Special Events and Donor Stewardship seamlessly manages a busy event schedule in a calm and collegial manner and thoughtfully engages MSM donors through well-planned events that build relationships and enhance the School's reputation and profile on New York City's cultural landscape.

Domains:

Event Management

- Organize high-profile special events, including a fall fundraiser, the Annual Gala, monthly patron receptions, and donor dinners and lunches.
- Direct all aspects of special events to ensure they are well-planned, well-executed, imaginative, and in good taste, collaborating closely with the Vice President for Philanthropy. Responsibilities include overseeing invitation design and printing, catering, seating, décor, entertainment, gifts, audio-visual, budgeting, and correspondence.
- Work closely with the Vice President for Philanthropy and event leadership to ensure that fundraising goals are met for gala events and that all special events are organized within established budgets.

- Track and report on special events for the Office of Philanthropy and the President's Office, maintaining and distributing up-to-date revenue tracking sheets and guest lists.
- Ensure acknowledgment letters for gala gifts are accurate and timely.
- Develop and cultivate strong vendor relationships.

Donor Stewardship

- Oversee the ongoing stewardship of donors, including scholarship and Commencement Award donors. Regularly update donors on the student recipients of their support by providing student bios, thank you letters, thank you videos, and invitations to student recitals and performances.
- Create compelling and attractive print and electronic invitations and other event materials, working with in-house graphic designers in Media & Communications.
- Manage invitation lists, ensure the timely mailing of invitations, and track RSVPs in Excel, Raiser's Edge NXT database, and Airtable.
- Collaborate with the Scholarship Committee in assigning named scholarships to individual students, and oversee the necessary donor notification and recognition process.
- Engage with donors and trustees, alumni, and other VIPs who participate in special events. Demonstrate a high degree of cordiality and professionalism.
- Implement a best-in-class donor stewardship program, including signage and premiums.
- Conceive of additional and creative ways to cultivate, engage, and acknowledge donors.
- Reserve tickets and seats throughout the performance season (September – May) for board of trustee members and other key constituents.
- Perform other duties as assigned.

Job Requirements:

- Bachelor's degree preferably in the humanities or music.
- 5+ years of special events experience, preferably for a performing arts or cultural institution or in higher education.
- Ability to work at special events taking place in the evening and on weekends.
- Creative, responsible, and entrepreneurial, with the ability to execute high quality special events that meet or exceed revenue goals.
- Superior attention to detail.
- Proven ability to multi-task, to juggle multiple priorities, and to meet deadlines.
- Excellent computer skills, including a thorough knowledge of Excel, Airtable, and Microsoft Teams. Knowledge of Raiser's Edge NXT or similar CRM management systems.
- Courteous and diplomatic with excellent interpersonal skills and the ability to develop good relationships with donors, including board of trustee members and event chairs.
- Strong verbal and written communications.
- Self-motivated with the ability to work well independently and as part of a team in a fast-paced environment.

Contact Information:

Send letter of application, résumé, and names and contact information for three references to the Office of Philanthropy at:

Philanthropy@msmny.edu

Note: Please include the title of this position in the subject line when submitting materials.

Equal employment and equal educational opportunity have been and will continue to be fundamental principles at Manhattan School of Music, where employment and enrollment are based upon personal capabilities and qualifications without discrimination or harassment because of race, color, religion, sex, sexual orientation, gender identity or expression, the status of being transgender, age, national origin, marital status, citizenship or veteran status, disability, or any other characteristic protected by law. Manhattan School of Music does not permit retaliation against individuals who oppose a discriminatory practice or participate in an investigation.