



## **Pasadena Playhouse State Theater of California – Director of Development Search**

### **About the Playhouse**

The Pasadena Playhouse State Theater of California is a \$7M League of Resident Theaters (LORT) B theater located in beautiful Pasadena, California. In 2016, The Pasadena Playhouse board appointed Danny Feldman to the newly created role of Producing Artistic Director (combination of traditional artistic director and managing director responsibilities) to lead a renaissance for the organization. Since joining the Pasadena Playhouse, Feldman has staged critically acclaimed mainstage productions and led significant growth in board, staff and community investment.

For the next chapter of expansion and impact, the Playhouse seeks an experienced and passionate development professional for the role of Director of Development (DOD). The Playhouse has quickly transformed and is looking for a partner to join our bold leadership team to guide the organization into the future.

### **Opportunity**

Reporting to Producing Artistic Director Danny Feldman, the DOD will join senior staff team members including the General Manager, Director of Marketing, Director of Finance and Administration and will play a strategic role in shaping the development and membership program designed to leverage the international brand of the Playhouse including:

- mainstage productions;
- K-12 education programming;
- university level-collaborations;
- high profile community events;
- adult education programs fully integrated in the mainstage productions; and,
- future programs.

The DOD will work closely with Danny Feldman, the board and staff to plan and execute a strategic fundraising program that encompasses membership integrated into annual giving, leadership giving, foundation grants, corporate sponsorships, capital campaigns, planned giving, special events and blended campaigns.

The DOD is a vital senior staff member who plays a key role in strategic and management planning and oversees the board administration as well as guidance and support of board committees involved with generating memberships and contributed revenue. The DOD leads a team of three including a Major Gift Officer, Institutional Giving Manager, Development Associate, and Development Assistant, as well as contractors and consultants.

### **Essential Job Duties include:**

- Aggressively plans and directs the Playhouse's fundraising policies and development initiatives for the higher-level theater and institutional donors;
- Develops fundraising strategies for the multi-million dollar fundraising initiative (of which over \$2M has been raised to date);
- Raises \$4 million in combined membership, annual fund and campaign efforts with expectations of building the Development program resulting in significant growth each year;
- Researches new methods of fundraising and determines feasibility of new fundraising programs;
- Performs as a hands-on fundraiser who develops and nurtures donor relationships including a portfolio of 100 donors and prospects;
- Participates as a key member of Playhouse leadership team;
- Works closely with volunteer and board committees regarding fund development programs;
- Develops and maintains relationships with community decision makers and donor organizations;
- Mentors, directs, develops and evaluates a current staff;
- Primary staff administrator and liaison to the board of directors and



- Collaborates closely with Producing Artistic Director, Director of Marketing, General Manager, Director of Finance; Administration and volunteer leaders; and,
- Supervises the development and maintenance of donor recognition, records, acknowledgement and gift administration.

### **Qualifications and Personal Characteristics**

A Bachelor's Degree, along with a demonstrated record of accomplishment in creating and implementing metrics-based and sustained growth strategies in fund development in a nonprofit or corporate environment is required. Desire to be a part of pioneering a member-based philanthropy model at the Playhouse.

A minimum of ten years of professional development experience and at least five years in a leadership role supervising a development team is preferred. The successful candidate must be personable, a self-starter, a true collaborator and possess the ability to work in a team environment. The candidate must demonstrate ability for raising major gifts and should be experienced with special campaigns, planned giving and capital fundraising.

### **Background Summary:**

- A minimum of ten years professional development experience.
- Background and experience in theater or performing arts fundraising is a plus.
- Strong interest in innovation, experimentation and creating unprecedented plans and programs in US theater.
- Proven record of financial, fundraising, people and program management over time.
- Desire and passion for turning challenges into actionable solutions.
- Demonstrated ability to work and collaborate with a board using inclusive style and consensus orientation.
- Highest level of character and integrity.
- Imagination and charisma to excite and motivate all constituents and members.
- Gutsy, intellect and toughness to lead an unprecedented growth opportunity.
- Knowledge or relationships with regional and national corporations and foundation a plus.
- Excellent oral, written and listening communication skills, including strong presentation skills.
- Represent the Playhouse in a positive and professional manner.
- Other duties as assigned by the Producing Artistic Director.
- Knowledge of Tessitura and Wealth Engine
- Familiarity with Word, Powerpoint, Excel, SLACK, Google Suite.

For further information about this opportunity, please [jobs@pasdenaplayhouse.org](mailto:jobs@pasdenaplayhouse.org).  
The Playhouse supports workplace diversity and equal opportunity for all individuals.



