

## DIRECTOR OF INSTITUTIONAL GIVING

### JOB DESCRIPTION

April 2024

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**Job Title:** Director of Institutional Giving (Salaried and Exempt)

**Department:** Development

**Reports to:** Chief Development Officer

**About the Playhouse:** Pasadena Playhouse makes theater for everyone. As the official State Theater of California, its mission is to enrich people's lives through theater, programs and events in order to reflect its local and state-wide communities. Founded in 1917, the Playhouse understands the gravity of its responsibility to represent California's diverse population and their stories, and programs its season with this at the forefront of its decision making.

Under the leadership of Producing Artistic Director Danny Feldman, the Playhouse presents a full season of artistically innovative productions and engaging educational outreach activities to nearly 150,000 Southern California residents annually in two spaces: the 643-seat main stage theater and the 99-seat flexible Carrie Hamilton Theater. By focusing on the creation of great productions, the expansion of educational and outreach programs, the development of new plays, and the creation of innovative programs, the Playhouse will continue to be a leader in the industry.

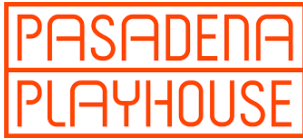
**About the Position:** Pasadena Playhouse is looking for a storyteller and a strategic, results-oriented achiever who will help grow the development department and organization as we embark on the theater's next phase of expansion. The Director of Institutional Giving (DIG) will be responsible for all of the Playhouse's foundation, government and corporate revenue, as well as the strategic and operational structure of these lines of revenue.

The DIG is a leadership role within the Playhouse and will work closely with the Producing Artistic Director, the Chief Development Officer (CDO) and a wide range of staff to effectively grow the organization. There is also ample opportunity for growth in responsibility and compensation, based on the DIG's ability to increase contributed revenue.

This is an exempt position that often requires evening and weekend responsibilities. The DIG reports to the CDO and supervises a part-time contract writer/admin.

#### **Responsibilities:**

- Strategic Planning (20%)
  - Lead and drive a new comprehensive institutional giving strategy.
  - Collaborate with senior leadership to set short-term and long-term priorities.



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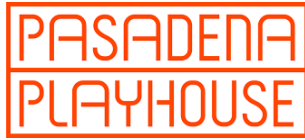
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- Manage the Foundation, Government and Corporate Portfolio (60%)
  - Manage a current portfolio of approximately 30 foundations and \$2M+ in funding, along with government entities and a focus on increasing funding.
  - With support staff, research and identify new funding opportunities, grants and RFPs that align with the Playhouse's strategic objectives, particularly in the fields of musical development, youth and family programming and arts education.
  - Write and coordinate high-quality funding proposals that sing.
  - Submit timely and accurate reports.
- Budget Management & Compliance (10%)
  - Manage budgets associated with institutional giving, ensuring proper allocation of resources and compliance with funding requirements.
  - Working with the finance department, help monitor expenditures and provide regular financial reports to stakeholders.
  - Ensure compliance with all grant and funding regulations, reporting requirements, and audit procedures.
- Relationship Management (10%)
  - Develop and steward relationships with program officers and other institutional staff.
  - In partnership with the Producing Artistic Director, Chief of Staff and Chief Development Officer, develop and steward relationships with institutional heads and trustees/directors.
  - Deftly manage donor relationships with tact and diplomacy, while at the same time moving toward asks with aggressive fundraising goals in mind.

#### **Qualifications/Experience:**

- A proven track record of increasing institutional revenue. Success in increasing revenue in other industries will be considered in lieu of foundation and government experience.
- The ability to draft, or manage writers to draft, grants that sing.
- 6-7 years of fundraising experience, and demonstrated success in change management or building portfolios or systems a significant plus.
- References that speak to excellent relationship management.
- Proficiency in G-Suites and Microsoft applications.



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#### **Competencies:**

- Kaizen and growth mindsets.
- Hungry; interest in high workload translating into high reward.
- Prefers building and improving, rather than the status quo.
- Dedicated to excellence.
- Proactive.
- Accountable.
- Collaborative style.

**Working Conditions:** There are no major sources of discomfort and the Playhouse is a standard office environment with regular exposure to video terminal displays. The noise level in the work environment is usually quiet. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The DIG is occasionally required to lift or move up to 15 pounds.

**Compensation:** Compensation is \$85,000 - \$95,000 (salaried and exempt). Benefits package includes medical, dental, life insurance coverage, vision, PTO and a 403(b) plan. Start date is immediate.

**How To Apply:** Please email a cover letter and resume in one PDF to [DevelopmentJobs@pasadenaplayhouse.org](mailto:DevelopmentJobs@pasadenaplayhouse.org) with "Director of Institutional Giving" in the subject line.

*We work to maintain a positive environment for our employees, where people can learn, grow and thrive with the company. We strive to provide a collaborative, creative, transparent workplace where each person feels encouraged to contribute to our processes, decisions, planning and culture.*

*Pasadena Playhouse is an Equal Opportunity Employer.*