



Director of Institutional Giving

Department: Development

Reports to: Chief Development Officer

Status: Full-Time, Exempt, Benefits-Eligible

Location: Pasadena, CA

About Pasadena Playhouse

Pasadena Playhouse, the official State Theater of California and recipient of the 2023 Regional Theatre Tony Award, is internationally recognized for its significant role in the development of American theater. One of the most prolific theaters in the country, the Playhouse has staged thousands of original productions since its founding in 1917 including premieres of works by Tennessee Williams, Eugene O'Neill, Suzan-Lori Parks and hundreds more. For decades, its pioneering School for Theater Arts was a training ground for actors and theatermakers who went on to make significant contributions to the entertainment industry.

Under the leadership of Producing Artistic Director Danny Feldman since 2016, Pasadena Playhouse's productions and community programs are centered on its founding idea of being a living force in its community, making theater for everyone. Today, the Playhouse continues to advance the American theater and serves as a hub for the top theatermakers of our time. In 2025, the Playhouse regained ownership of its historic campus, paving the way for a new era of artistic ambition, community engagement, and long-term sustainability.

Position Overview

The Director of Institutional Giving is a senior frontline fundraising role responsible for securing and growing philanthropic support from grant-making foundations, government agencies, and corporate funders, in the range of \$1.5M-\$3M annually.

This position combines strategic relationship management with exceptional writing and project leadership. The Director of Institutional Giving is responsible for developing compelling proposals and reports that translate the Playhouse's artistic vision, educational programs, and organizational priorities into clear, persuasive cases for support.

The Director holds primary responsibility for the full lifecycle of institutional giving—setting and achieving annual fundraising goals, identifying and recruiting new foundation partners, and managing all aspects of proposal development and reporting in close collaboration with the Chief Development Officer, Chief Financial Officer, Producing Artistic Director, and programmatic staff.

Shared Orientation Across the Team

All frontline philanthropy staff at Pasadena Playhouse operate within a collaborative portfolio model focused on fundraising growth. While each role has a primary focus, portfolios are dynamic and may include a mix of donor types, motivations, and giving levels. Success requires strong coordination across the team, thoughtful management of donor and funder relationships, and a shared commitment to increasing philanthropic support across all areas of the organization.

Key Responsibilities

Institutional Fundraising & Relationship Management (35%)

- Manage a portfolio of 30-50 foundation, government, and corporate funders, including both current supporters and high-potential prospects
- Set and achieve annual revenue goals for institutional giving, including targets for revenue growth
- Cultivate, solicit, and steward foundation relationships in partnership with the Chief Development Officer and Producing Artistic Director
- Serve as the primary relationship manager for most foundation funders
- Identify opportunities for multi-year and programmatic support aligned with institutional priorities

Proposal Development & Writing (40%)

- Lead the development and execution of all grant proposals, reports, and supporting materials from concept through submission
- Write and edit compelling narratives that clearly articulate the Playhouse's artistic, educational, and community impact
- Tailor communications to align with specific funder priorities and guidelines

- Ensure clarity, consistency, and strength of institutional messaging across all submissions
- Translate complex programmatic and financial information into accessible and persuasive language
- When warranted by the scale of institutional funding activity and return on investment, oversee and manage a part-time grant writer to ensure efficient execution of proposals and reports

Prospect Identification & Pipeline Growth (10%)

- Identify and proactively recruit new foundation partners through research, peer benchmarking, and network engagement
- Build and maintain a strong pipeline of prospective funders aligned with the Playhouse's programs and priorities
- Leverage board members, donors, and institutional relationships to facilitate introductions and new opportunities
- Demonstrate initiative and persistence in developing new funder relationships, including outreach beyond existing networks where appropriate

Grants Process & Project Management (10%)

- Oversee the full lifecycle of grants, including timelines, submissions, reporting, and compliance
- Develop and maintain a comprehensive grants calendar and tracking system that ensures visibility, accountability, and timely execution across all stakeholders
- Coordinate with Finance, program staff, and leadership to gather budgets, program details, and evaluation metrics
- Ensure all materials are accurate, complete, and submitted on time
- Maintain clear documentation of all institutional funding activity

Collaboration & Team Integration (5%)

- Work closely with individual giving and major gift officers to align institutional and individual fundraising strategies and maximize opportunities across funder types
- Participate in portfolio reviews and contribute to overall fundraising planning

- Serve as an internal resource on institutional funding strategy and requirements
- Participate regularly in evening and weekend events as part of shared team responsibilities

Performance Metrics

- Total institutional giving revenue secured annually
- Number and value of new foundation funders acquired
- Growth in multi-year and programmatic funding
- Timeliness and quality of proposals and reports
- Strength and sustainability of institutional funding pipeline

Qualifications

- 7–10+ years of experience in institutional fundraising, grant writing, or related field
- Exceptional writing, editing, and storytelling skills, with the ability to translate complex ideas into clear, compelling narratives
- Demonstrated success securing foundation grants and institutional funding; ability to manage the full lifecycle of grants independently, from prospecting through reporting
- Strong analytical and project management abilities, with the capacity to manage multiple concurrent deadlines and priorities
- Knowledge of nonprofit budget fundamentals, with the ability to interpret financial information and prepare or adapt project and organizational budgets to align with funder requirements
- Proven ability to work in a highly collaborative environment where feedback is direct, welcome, and expected, and where materials are refined through an iterative process
- Willingness and eagerness to utilize emerging tools, including AI, to enhance productivity, streamline workflows, and strengthen the quality and consistency of written materials
- Demonstrated integrity, sound judgment, and discretion in managing sensitive donor, financial, and organizational information

- Knowledge of the philanthropic landscape and foundation community in Pasadena and the greater Los Angeles area is a plus
- Familiarity with CRM systems (Tessitura a plus)

Compensation

- This is a full-time, exempt, benefits-eligible position. The annual compensation range for this position is \$85,000–\$105,000, commensurate with experience and qualifications.

Culture

Pasadena Playhouse works 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.

To Apply

Please send a cover letter and resume to **Justin Glasson, Chief Development Officer**, at jglasson@pasadenaplayhouse.org.

Pasadena Playhouse is an EEOC Equal Opportunity Employer.