

Development Associate

Department: Development

Reports to: Director of Development

Status: Full-time, Exempt

Location: Pasadena, CA

Salary: \$65,000

About A Noise Within

A Noise Within (ANW) produces diverse classic theatre as an essential means to enrich our community by embracing universal human experiences, expanding personal awareness, and challenging individual perspectives. Through our Redmond Stage Season, Education, and Noise Now programs, we build community through a radically inclusive approach to timeless, epic stories. This work is furthered by our commitment to Equity, Diversity, Inclusion, & Anti- Racism and Accessibility; theatre is for everyone, and a theatre must reflect its community.

As we look toward an exciting new era of growth—including a new endowment, and expanded philanthropic initiatives—we're seeking a Development Associate to join our passionate team.

Position Overview

The Development Associate will play a key role in supporting ANW's fundraising efforts, with a focus on planned giving, foundation relations, and additional development campaigns. This position will work closely with the Director of Development to build long-term donor relationships, manage grant writing and reporting, and help implement strategies for planned giving, and endowment support.

This is an ideal opportunity for a creative and organized fundraising professional who is passionate about the arts and eager to make a meaningful impact during a dynamic period of growth.

Key Responsibilities

- Collaborate with the Director of Development to design and implement strategies for planned giving and legacy programs.
- Support the creation and launch of an endowment campaign including research, prospect cultivation, donor communications, and campaign materials.
- Identify and cultivate relationships with new foundations and institutional funders.
- Research, write, and submit compelling grant proposals and reports.
- Maintain accurate donor and prospect records in the CRM database.
- Assist in donor stewardship, recognition, and event coordination.
- Generate data and reports to track fundraising progress and outcomes.
- Collaborate with the marketing and artistic teams to align messaging and storytelling in donor communications.

Qualifications

- Bachelor's degree or equivalent experience in nonprofit management, arts administration, communications, or a related field.

- Minimum 2–4 years of experience in fundraising, preferably in the arts or nonprofit sector.
- Demonstrated experience with grant writing and foundation relations.
- Strong written and verbal communication skills; ability to craft persuasive, clear, and creative proposals.
- Excellent organizational and project management skills; ability to manage multiple priorities and deadlines.
- Familiarity with CRM and donor management software. We utilize Spektrix.
- Knowledge of planned giving and/or endowments a plus.
- Passion for theatre and the performing arts.

To Apply

Please submit a cover letter and résumé to development@anoisewithin.org with “Development Associate” in the subject line. Applications will be reviewed on a rolling basis until the position is filled.