

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 grant writing, foundation relations, and additional development campaigns. This position will work closely with the Director of Development to build long-term donor relationships, manage grant reporting, and help implement strategies for 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

- Identify and cultivate relationships with new foundations.
- 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 development, 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.

Benefits

- 10 vacation days (paid time off) during the first year, which are accrued monthly and available for use after 90 days of employment; +5 day tenure bonus after 3 years
- Paid sick days accruing at the rate of 1 hour per 30 hours worked and may be used after 90 days of employment
- 13 Paid holidays annually, +1 paid personal day
- 100% HMO Health coverage for you beginning upon submission and approval (by insurance provider) of health insurance documentation. Dependent coverage expenses or buy-up to PPO to be covered by employee.
- Voluntary (employee-paid) vision and dental coverage
- Life insurance in the amount of \$25,000
- Access to a Flexible Spending Account (FSA)
- Eligibility to participate in ANW's benefit savings plan – a SIMPLE IRA with Fidelity, vested immediately and pre-tax contributions matched by ANW on a dollar-for-dollar basis up to 3% of annual salary.

To Apply

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