

## **Director of Institutional Giving**

### **Cincinnati Playhouse in the Park**

Cincinnati Playhouse in the Park is an Equal Opportunity Employer (EEO) and is committed to fostering a culture of diversity, equity, access, and inclusion in all areas of its work—both onstage and off. We strongly encourage individuals who bring diverse perspectives, backgrounds, and lived experiences to apply.

### **Position Overview**

Cincinnati Playhouse in the Park seeks a strategic, relationship-driven fundraising leader to serve as Director of Institutional Giving. This senior member of the Development team is responsible for advancing and expanding institutional support from corporations, foundations, and government agencies in alignment with the Playhouse's artistic vision, education initiatives, and community impact.

Reporting to the Chief Philanthropy Officer and supervising a Grants Manager, the Director of Institutional Giving leads the strategy, cultivation, solicitation, and stewardship of institutional partners. This role requires both high-level relationship management and strong operational oversight of grant development and reporting systems. This is a full-time, exempt position. Evening and weekend availability is required for select performances, donor events, and cultivation activities.

Salary starts at \$80,000 annually

### **Key Responsibilities**

#### **Institutional Fundraising & Strategy (75%)**

- Manage and grow a robust portfolio of corporate, foundation, and government donors and prospects.
- Develop and execute comprehensive cultivation and solicitation strategies, establishing clear benchmarks for engagement, proposal submission, and revenue goals.
- Deepen relationships with existing partners through tailored proposals aligned with their philanthropic priorities, brand objectives, and community impact goals.
- Provide high-level concierge stewardship, ensuring timely communication, recognition, benefit fulfillment, and reporting.
- Oversee all institutional proposals, including foundation, corporate, government, and ArtsWave submissions, ensuring compelling narratives, strong budgets, and accurate reporting.
- Identify and pursue new institutional prospects to expand and diversify the funding base.
- Serve as a primary staff liaison to ArtsWave, including active participation in meetings and leadership roles within the annual ArtsWave Community Campaign.
- Partner with internal teams to translate artistic, education, and community engagement priorities into fundable initiatives.
- Lead institutional sponsorship strategy for special events, including Producing Sponsorships for Center Stage and other revenue-generating initiatives.
- Develop and implement a multi-year strategic growth plan for institutional giving.

#### **Leadership & Management (25%)**

- Supervise and mentor the Grants Manager, fostering accountability, collaboration, and professional development.

- Partner with the Chief Philanthropy Officer and Director of Individual Giving to cultivate a high-performing, donor-centered, collaborative, and inclusive Development culture.
- Engage and support board members and Development Committee volunteers in institutional cultivation and solicitation efforts.
- Contribute to department-wide planning, revenue forecasting, and strategic initiatives.

### **Ideal Qualifications & Experience**

- Minimum of 5 years of progressive experience in fundraising, development management, or related advancement roles.
- Demonstrated success securing significant corporate and foundation gifts, including multi-year commitments.
- Direct experience managing grant writing, proposal development, and reporting processes.
- Proven ability to supervise and motivate staff to achieve measurable goals.
- Experience working effectively with board members and senior-level volunteers in donor engagement.
- Exceptional written and verbal communication skills, with the ability to craft compelling cases for support.
- Strong strategic thinking; experience with donor databases/CRM systems for tracking, reporting, and analysis.
- Ability to manage multiple priorities in a dynamic, fast-paced environment.
- A collaborative leadership style and commitment to fostering inclusive workplace practices.
- Bachelor's degree or equivalent professional experience required.
- Passion for theatre, the arts, and community impact strongly preferred.

Cincinnati Playhouse in the Park is one of the nation's leading regional theatres, committed to producing bold, innovative work and serving as a vibrant cultural cornerstone for the Greater Cincinnati region. The Director of Institutional Giving will play a vital role in ensuring the resources necessary to sustain artistic excellence and expand access to transformative live theatre experiences.

While this description is intended to be an accurate reflection of the current position, it is not necessarily exhaustive of all responsibilities, duties, requirements or expectations of this position. Cincinnati Playhouse in the Park reserves the right to revise or amend this description based on business needs or changes to the work environment.

Employment is contingent upon successful completion of a background check.

**To Apply: Qualified candidates should submit a cover letter, resume and to [jobs@cincyplay.com](mailto:jobs@cincyplay.com).**

**PLAY** IN THE PARK  
CINCINNATI **HOUSE**

