



Director of Development

Full-Time, Exempt

Reports to: Executive Director

Salary Range: \$65,000 to \$85,000 (depending on experience)

About Brazosport Fine Arts Council and The Center for the Arts & Sciences

Brazosport Fine Arts Council (BFAC) is the nonprofit organization that operates and supports The Center for the Arts & Sciences in Clute, Texas. Through its programs, including Brazosport Art League, Brazosport Center Stages, Brazosport Symphony Orchestra, BASF Planetarium, and the Brazosport Museum of Natural Science, The Center serves as a creative and educational hub for southern Brazoria County and surrounding areas. Each year, thousands of visitors experience performances, exhibits, and educational programs that inspire creativity and discovery. As The Center approaches its 50th anniversary in 2026, BFAC is focused on expanding its community impact, diversifying funding, and strengthening opportunities for visitors to engage in the arts and sciences.

Position Overview

The Director of Development leads all fundraising, donor engagement, and community relations efforts for Brazosport Fine Arts Council and its programs. This position develops and implements strategies to grow contributed revenue through individual giving, corporate sponsorships, foundation and government support, and special campaigns. Working with the Executive Director, Communications Manager, board members, and volunteers, the Director of Development helps build long-term financial sustainability while deepening donor relationships. This role is central to the planning and execution of a future capital campaign, pending feasibility.

Essential Duties and Responsibilities

Fundraising Strategy and Implementation

- Develop and manage an annual and multi-year fundraising plan that supports the Brazosport Fine Arts Council mission and strategic priorities.
- Identify, cultivate, solicit, and steward individual, corporate, and foundation donors.
- Lead or assist with annual giving, major gifts, planned giving, and endowment campaigns.
- Plan and oversee fundraising events and donor recognition activities.
- Partner with the Executive Director and board members to coordinate donor engagement and solicitation activities.

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www.brazosportcenter.org



Grants, Data, and Reporting

- Research, write, and manage grant proposals and reports for public and private funders.
- Maintain accurate donor and prospect records in the donor management system (Donor Perfect).
- Track fundraising progress and prepare regular reports for the Executive Director and Board of Directors.
- Analyze donor data to identify giving trends and inform future strategies.

Donor Relations and Communications

- Develop and manage stewardship activities to maintain and deepen donor relationships.
- Collaborate with the Communications Manager on donor newsletters, annual reports, and campaign materials that demonstrate the organization's impact.
- Manage donor communications, acknowledgments, and recognition programs.
- Represent BFAC at community events and cultivate new relationships.

Organizational Leadership and Collaboration

- Serve as a member of the leadership team and contribute to organizational planning and budgeting.
- Support and train board members, staff, and volunteers in fundraising and stewardship practices.
- Ensure compliance with ethical and legal standards in all fundraising activities.

Qualifications

Required

- Bachelor's degree in nonprofit management, business administration, marketing, communications, or a related field.
- At least three to five years of successful experience in fundraising, development, or advancement.
- Demonstrated success securing gifts from individuals, corporations, and foundations.
- Strong written and verbal communication skills.
- Proficiency with donor management systems and Microsoft Office Suite.



Preferred

- Experience in arts, culture, or education organizations.
- Certified Fundraising Professional Executive (CFRE) certification.
- Experience organizing donor campaigns and special fundraising events.
- Proven success in grant writing and reporting.
- Familiarity with the philanthropic and corporate community in southern Brazoria County.

Personal Attributes

- Build and maintain positive relationships with donors and community partners.
- Communicate clearly and confidently in writing and in person.
- Manage multiple priorities with strong attention to detail.
- Work independently while collaborating effectively with a small team.
- Represent Brazosport Fine Arts Council, The Center and our programs with professionalism and integrity.

Working Conditions

This is a full-time, exempt position based at The Center for the Arts & Sciences in Clute, Texas, offering flexible scheduling and opportunities for hybrid work (within a ninety-minute drive). Some evenings and weekends are required to attend performances, events, and donor functions. Occasional travel is expected.

Compensation and Benefits

- Annual salary of \$65,000 to \$85,000 (depending on experience)
- Paid vacation, holidays, and sick leave
- 401(k) retirement plan with employer match
- Professional development and training opportunities
- Cell phone stipend
- A collaborative, creative work environment supporting a vibrant regional arts and science community

To Apply

Please submit a cover letter and résumé describing your experience and interest in this position to Executive Director Wesley Copeland at wcopeland@bcfas.org. Applications will be reviewed on a rolling basis until the position is filled.

This job description is not a complete statement of all duties, responsibilities, or conditions comprising the position.