



Director of Development

The Grand 1894 Opera House

Galveston, Texas

Position Summary

The Director of Development provides strategic leadership for all fundraising and donor engagement activities of The Grand 1894 Opera House. As a member of The Grand's senior leadership team, the Director develops and implements a comprehensive advancement program that builds meaningful relationships, increases contributed revenue, strengthens community partnerships, and helps secure the long-term future of one of Texas' most treasured historic performing arts institutions.

The Director oversees individual giving, membership, corporate sponsorships, foundation and government grants, special events, donor stewardship, and major and planned giving. The position will also play a leadership role in The Grand's comprehensive capital campaign, working closely with the Executive Director, Board of Directors, campaign leadership, donors, consultants, and community partners to cultivate and secure transformational support for the organization.

This is a highly visible position requiring an accomplished development professional who is equally comfortable developing strategy, building personal relationships with donors, writing a compelling proposal, managing an event, and representing The Grand throughout Galveston and the greater Houston region.

Reports to: Executive Director

Classification: Full-Time, Exempt

Starting Salary Range: \$85,000-\$105,000 (based on experience)

Direct Reports

- Development Assistant (Shared with Box Office Manager)
- Offsite Sponsorship Coordinator

About The Grand

The Grand 1894 Opera House is a 501(c)(3) nonprofit performing arts organization, National Historic Landmark, and the Official Opera House of the State of Texas. For more than 130 years, The Grand has served as a gathering place for Galveston and the region, presenting world-class performing arts while advancing education, community engagement, and stewardship of its historic home.

Today, The Grand is entering one of the most exciting chapters in its history. With an ambitious comprehensive capital campaign underway, expanding education and community initiatives, a growing donor and membership base, signature festivals and events, and continued investment in

its historic facility and patron experience, the next Director of Development will have an extraordinary opportunity to help shape The Grand's future.

Mission Statement

The Grand 1894 Opera House celebrates its historic legacy by serving and inspiring all through performing arts, education, and community events.

Job Responsibilities

Development Strategy & Fundraising

- Develop and implement an annual comprehensive development plan designed to meet or exceed contributed-revenue goals and advance The Grand's strategic priorities.
- Manage a diversified fundraising program encompassing individual giving, membership, major gifts, corporate sponsorships, foundation and government grants, special events, planned giving, and capital support.
- Maintain an active portfolio of donors and prospects and personally participate in donor meetings, solicitations, tours, events, and stewardship activities.
- Work closely with the Executive Director and Board leadership to identify prospective donors, develop cultivation strategies, and prepare leadership for successful donor engagement and solicitation.
- Monitor fundraising performance and provide regular reports, projections, and analysis to the Executive Director and Board.

Capital Campaign & Major Gifts

- Serve as a key staff leader for The Grand's comprehensive capital campaign.
- Work in partnership with the Executive Director, Board of Directors, campaign committee, and consultants to implement campaign strategy.
- Coordinate donor visits, presentations, proposals, naming opportunities, campaign events, and other cultivation and solicitation activities.
- Maintain campaign prospect tracking, gift documentation, pledge schedules, acknowledgments, reporting, and stewardship.
- Build relationships that position The Grand for sustained major-gift and planned-giving success beyond the campaign.

Membership & Individual Giving

- Oversee The Grand's annual membership program, including acquisition, renewal, upgrades, benefits, communications, and stewardship.
- Develop strategies to move supporters through the donor pipeline.
- Create meaningful opportunities for members and donors to engage with The Grand.
- Ensure timely and meaningful acknowledgment and stewardship of gifts at all levels.
- Develop annual appeals and other individual-giving initiatives throughout the year.

Foundation & Government Grants

- Research and identify foundation, corporate, government, and other institutional funding opportunities aligned with The Grand's mission and priorities.
- Manage the grants calendar and process adhering to all deadlines.
- Write clear, persuasive grant proposals that communicate The Grand's artistic, educational, community, historic preservation, and economic impact.
- Maintain strong relationships with foundation representatives, public agencies, elected officials, and other institutional funding partners.
- Work collaboratively with finance, programming, education, marketing, facilities, and executive staff to gather information, develop budgets, establish measurable outcomes, and report results.
- Maintain accurate records of restricted gifts and grant requirements and ensure all reporting and recognition obligations are fulfilled.

Special Events

- Provide leadership for The Grand's annual fundraising event and other signature fundraising, cultivation, membership, and donor events.
- Develop event concepts and strategies that advance fundraising and relationship-building goals.
- Manage event budgets, sponsorships, underwriting, invitations, donor cultivation, logistics, recognition, and follow-up.
- Work collaboratively with staff, Board members, volunteers, vendors, sponsors, and community partners to execute high-quality events reflective of The Grand's reputation and brand.

Board & Organizational Leadership

- Support Board members in fulfilling their roles as donors, ambassadors, cultivators, and solicitors.
- Provide Board members and committees with the information, materials, training, and support necessary for successful fundraising.
- Participate in organizational planning, budgeting, forecasting, and strategic initiatives.
- Serve as an enthusiastic ambassador for The Grand and its mission throughout the community.

Qualifications

- Bachelor's degree or equivalent combination of education and professional experience.
- Five or more years of experience in nonprofit development, fundraising, or a related field.
- Demonstrated success cultivating and soliciting individual donors, corporate sponsors, foundations, and other funding partners.
- Experience with major gifts and/or capital campaigns strongly preferred.
- Exceptional written and verbal communication skills, including demonstrated ability to develop persuasive proposals, appeals, donor communications, and presentations.
- Strong interpersonal skills and the ability to build relationships with donors, Board members, volunteers, business leaders, foundation representatives, elected officials, community partners, and colleagues.
- Experience planning and executing fundraising and donor cultivation events.
- Strong organizational and project-management skills with the ability to manage multiple priorities and deadlines simultaneously.

- Experience with donor-management/database systems and proficiency with standard office and digital communication platforms.
- Sound judgment, discretion, professionalism, and a high degree of integrity.
- Ability to work collaboratively while also taking initiative and independently advancing projects.
- An appreciation for the performing arts, historic preservation, education, community engagement, and the unique role cultural institutions play in the communities they serve.

Working Conditions

This position requires regular attendance at performances, donor events, community activities, and other functions that may occur during evenings and weekends. The Director of Development must be comfortable working in a historic facility and interacting regularly with patrons, donors, artists, volunteers, Board members, community leaders, and the general public.

Professional Conduct and Interpersonal Expectations

Ethics and Integrity

- Conduct all duties with honesty, transparency, and accountability.
- Maintain confidentiality of organizational information and respect privacy in all professional interactions.
- Demonstrate good judgment and adhere to all policies, procedures, and legal or safety standards governing the workplace.

Kindness and Respect

- Foster a welcoming, inclusive, and courteous environment for patrons, colleagues, volunteers, and community partners.
- Approach every interaction with empathy, patience, and professionalism—especially in high-pressure or public-facing situations.
- Value diverse perspectives and experiences, treating all individuals with fairness and dignity.

Collaboration and Teamwork

- Communicate clearly and constructively, working cooperatively toward shared goals.
- Offer support and assistance to fellow team members and contribute positively to a culture of mutual respect and problem-solving.
- Demonstrate adaptability, flexibility, and a willingness to help where needed for the overall success of The Grand 1894 Opera House.

Apply to Chris Aucoin chris@thegrand.com