

LUXORA THEATER | BESTOW BALANCE 501(C)(3)

Austin, Texas

Director of Development

Full Position Description & Compensation Detail

Position Overview

Organization: Luxora Theater / Bestow Balance

Location: Austin, Texas (on-site)

Reports To: Founder / Executive Leadership

Start Date: June 2026

Status: Full-Time

Comp: Base salary plus performance bonus tied to fundraising outcomes

About Luxora Theater

Luxora Theater is Austin's newest performing arts center — a state-of-the-art, multi-use venue purpose-built for the performing arts community. Operating under Bestow Balance, our 501(c)(3) nonprofit, Luxora serves as a home for dance, theater, music, film, and the broader creative arts in Central Texas.

Austin has extraordinary demand for quality performing arts space and virtually no supply. Luxora exists to close that gap — providing world-class facilities, flexible programming, and a platform for artists and organizations to do their best work. We are at the beginning of something special.

Position Summary

Bestow Balance and Luxora Theater are seeking a founding Director of Advancement to build and lead the fundraising, sponsorship, donor development, board engagement, and institutional giving strategy for a landmark new performing arts initiative in Central Texas.

This is not a traditional nonprofit administrative role. This is a builder role for a high-capacity leader who can create systems from the ground up, cultivate meaningful donor relationships, recruit and engage influential board members, develop a robust grant pipeline, secure sponsorships and philanthropic support, and help launch a transformational arts organization with long-term sustainability.

The right person will be entrepreneurial, relational, organized, strategic, and execution-oriented — equally comfortable in a donor meeting, a boardroom, managing grant strategy, and building operational systems behind the scenes.

Core Purpose

To build the philanthropic engine that funds access, opportunity, and long-term sustainability for Luxora Theater. This leader will create the foundation for:

- Scholarships for youth
- Subsidized rehearsal and performance access
- Donor and sponsor partnerships
- Institutional giving and grants
- Board leadership development
- Community engagement
- Long-term philanthropic sustainability

Key Areas of Responsibility

1. Fundraising Strategy & Execution

Own and execute all fundraising initiatives, including:

- Annual giving campaigns
- Founding donor and Founders Circle campaigns
- Major gifts cultivation and solicitation
- Naming opportunity strategy and execution
- Capital and strategic giving opportunities
- Corporate sponsorship development
- Donor stewardship systems
- Fundraising events and cultivation experiences

Expectation: Build a repeatable fundraising machine — not one-off asks.

2. Institutional Giving & Grant Strategy

Lead institutional fundraising efforts, including:

- Identify aligned local, regional, and national grant opportunities
- Build and maintain annual grant calendar
- Develop relationships with foundations, funders, and institutional partners
- Coordinate proposal packaging — narratives, budgets, attachments, documentation
- Oversee grant submission process and timelines

Build stewardship and reporting systems for awarded grants
Partner with leadership and finance on impact reporting and measurable outcomes
Leverage outside grant-writing consultants for technical writing or major submissions
Expectation: Build a strategic, scalable grant engine — not a reactive grant-writing process.

3. Board Development & Governance

Lead development of a strong, engaged nonprofit board:
Help recruit influential board members
Build board committee structure
Develop governance rhythm and meeting cadence
Prepare board materials, dashboards, and agendas
Support committee leadership
Drive board giving participation
Create ambassador and fundraising expectations for board members
Partner with leadership on strategic board expansion
Expectation: Build a board that gives, governs, and opens doors.

4. Corporate Partnerships & Sponsorships

Develop strategic revenue partnerships, including:
Naming sponsorship packages
Program, event, and community sponsorships
Corporate donor cultivation
Sponsorship inventory development
Fulfillment and stewardship of sponsorship commitments
Expectation: Create meaningful long-term partnerships, not transactional asks.

5. Donor Experience & Relationship Management

Create a best-in-class donor experience:
CRM implementation and management
Prospect segmentation and moves management strategy
Stewardship cadence and donor recognition strategy
Giving societies and donor circles
Annual impact reporting
Personalized relationship management
Expectation: Build lifelong advocates.

6. Launch Leadership (June 2026 – Opening Day)

Pre-opening responsibilities:
Create fundraising infrastructure and donor database/CRM

Launch Founders Circle
Develop naming opportunities package
Create sponsorship deck
Build board governance systems
Establish grant pipeline and calendar
Launch donor communications strategy
Execute launch fundraising event strategy
Support soft opening and grand opening philanthropic activation

Expectation: Enter opening day with momentum, pipeline, and systems in place.

First-Year KPIs

Infrastructure (by launch)

Donor CRM system implemented and populated
Sponsorship package created and in market
Naming opportunity catalog developed
Grant calendar and institutional giving strategy established
Stewardship and reporting system built
Board committee structure in place
Fundraising dashboard operational
Annual advancement plan documented

Pipeline

100–250 qualified donor prospects identified
25+ major donor cultivation meetings completed
Strategic sponsorship pipeline active
Active grant prospect pipeline established
Engaged board fundraising committee in place

Revenue

Target outcomes established jointly with leadership based on launch timeline and fundraising capacity. Revenue is secured through:

Donor gifts
Sponsorship revenue
Grants
Naming opportunities
Annual giving campaigns

Preferred Experience

Strong candidates may come from:

- Nonprofit advancement leadership
- University or hospital foundation development
- Arts philanthropy or performing arts organizations
- Private school advancement
- Corporate sponsorship sales
- Foundation relations and grant strategy
- Community foundation leadership
- Mission-driven business development

Success Profile

The ideal candidate is:

- Entrepreneurial and execution-focused
- Polished, relational, and emotionally intelligent
- Highly organized and systems-minded
- A strategic thinker and confident closer
- A strong writer and storyteller
- Board-savvy and community-connected
- High integrity and mission-aligned
- Accountable to measurable outcomes
- A self-starter who thrives without a playbook

Compensation Overview

This is a founding role. Compensation is structured to reflect the current stage of the organization while creating meaningful upside for a high-performing leader who can build something lasting.

The right candidate will not be motivated by base salary alone. They will be motivated by ownership, impact, and the opportunity to help launch a landmark arts organization in Central Texas.

The Numbers

Base Salary: \$60,000

Bonus Potential: Up to \$60,000 in milestone-based bonuses

Total At-Plan Compensation: \$120,000

Employment Type: Full-Time, Exempt

Performance Bonus Structure

Bonuses are milestone-based and tied directly to fundraising outcomes and infrastructure development. They are not commission-based. This structure reflects best practices in nonprofit advancement compensation and aligns the right outcomes for the organization with meaningful personal upside for this leader.

Milestone	Bonus
Donor CRM implemented and infrastructure live	\$5,000
Founders Circle launched and first donors enrolled	\$5,000
First \$150,000 raised	\$10,000
First \$300,000 raised	\$15,000
\$500,000 raised	\$15,000
\$750,000 campaign goal reached	\$10,000

Total Bonus Potential	Up to \$60,000
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Milestones are evaluated jointly with leadership. Bonuses are paid upon verified achievement of each threshold.

Year 2 and Beyond

Base salary will be reviewed and adjusted at the start of Year 2 based on fundraising performance, organizational growth, and budget capacity. A strong first year creates a strong case for a significantly higher base entering Year 2.

This role is designed to grow with Luxora. As the organization scales, so does the opportunity.

What This Role Offers Beyond Compensation

Founding title and full ownership of the advancement function

Autonomy to build systems, structure, and strategy from the ground up

Direct access to and partnership with executive leadership

Visibility in Austin's arts and philanthropic community

The opportunity to help launch a landmark performing arts organization

A career-defining role at an organization at the beginning of something significant

To apply, email Kathy Dupuy at kathy@luxoratheater.com.

The right person for this role will see the compensation structure for what it is: a launching platform with real upside for someone who delivers.