FILM INDEPENDENT

Job Description:
Website & Database Manager

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The Website & Database Manager is responsible for maintaining all websites owned and operated by Film Independent (filmindependent.org, lafilmfest.com, filmindependent.org/lacma and spiritawards.com websites) and any additional needed satellite sites, and for coordinating the placement of content on all of these sites. Additionally, the Website & Database Manager maintains and supervises the functionality of the Film Independent Talent Guide, the Spirit Awards submission applications, Artist Development applications and Film Independent's database.

The Website & Database Manager ensures that the content on our websites is posted in a timely manner and is consistent with the content that is pushed out onto social media sites. The Website & Database Manager works with the Sponsorship and Membership Department staff to ensure sponsorship information, annual giving, membership and online advertising opportunities are present and easily accessible, and other digital initiatives that impact our online initiatives/website(s), are well-executed and fit within Film Independent's overall stylistic guidelines. The Website & Database Manager directly supervises third-party Web Developer(s) on web development and prioritizing work flow of projects and may manage additional staff/interns on web related projects as needed.

Additionally, the Website & Database Manager is responsible for the quality and integrity of the Film Independent constituent database, including but not limited to managing reports, processing memberships, sponsorships and donations and creating custom lists for marketing and fundraising campaigns. The Website & Database Manager will be responsible for the priority processing of donor contributions in an efficient and secure manner with a high level of accuracy. Additional duties include monitoring overall standards and assisting in integrating various other operational systems. This position is also responsible for accurate coding and maintenance of constituent records.

Website Duties:

- Maintain the overall functionality of all websites owned and operated by Film Independent
- Post web content in a timely manner and in keeping with current marketing initiatives
- Ensure applications on websites are functional, up-to-date, and, when possible, integrated with Raisers Edge
- Work with Film Independent's video production staff to ensure footage is uploaded to in a timely, effective manner
- Provide regular web traffic metrics, including organizational websites and accounts, including YouTube channel etc.

- Ensure high quality/on time delivery for multiple online products
- Wireframe pages and work with designer to ensure new designs take into account constituent needs, effective UX and user engagement
- Create, add and/or format content so it's visually compelling, engaging and easy to read and navigate

- Liaise with staff and department heads on a regular basis to ensure departmental goals are being achieved

Database Duties:

- Manage efficient processing and coding of all incoming revenue, including memberships, donations, sponsorships and event revenue using Raiser's Edge.
- Manage notes and actions on specific constituent records.
- Manage the Identification and correction of duplicate records.
- Develop and implement database best practices and procedures company-wide, including data maintenance, imports/exports, entry requirements, troubleshooting and training.
- Ensure promptness and accuracy of regularly scheduled reporting, queries, data output and data integration as well as additional requests for data management and output. Examples include renewal reports, event attendee reports and export/import of contact lists.
- Supervise database updates with new addresses, do-not-solicits, event registrations, etc. in a timely manner.
- Overseeing and updating security levels and passwords for authorized users.
- Anticipate the needs of staff in relation to managing the database.
- Reconciling with finance department on a monthly basis.
- Configuring the databases to meet new needs or challenges.

Work Experience
- Minimum 3-4 years experience in online production and database management
- Solid understanding of project management in the online space
- Experience working with third party developers preferred

Knowledge/Skills
- Strong project management skills
- Experience with online marketing and interpreting data
- Strong knowledge of Raiser's Edge
- Strong knowledge of Wordpress and comfort working with custom themes
- Basic working understanding of HTML and CSS
- Strong knowledge of Photoshop
- Experience with Google Analytics
- Oral and email communication skills
- Strong organizational and work prioritization skills
- Ability to communicate effectively with staff of varying technology experience to ensure their understanding of database functionality
- Enthusiastic, positive, team oriented, and organized
- Ability to work under tight schedules and high-stress environment
- An interest in independent film a plus

To Apply
Please send cover letter, resume and salary history/requirements to:
jobs@filmindependent.org
Subject line: Website & Database Manager – Your name
No phone calls or direct emails please.