

## **FILM INDEPENDENT**

### **Job Description**

#### **Grants Manager**

#### **Reports to: Director of Institutional Giving**

#### **Job Description:**

At Film Independent our mission is to champion the cause of independent film and support a community of artists who embody diversity, innovation and uniqueness of vision. Our staff members personify our mission. They are dedicated to and passionate about supporting independent artists.

The Grants Manager provides oversight and leadership for grants from private foundation, city, state and federal government sources. The Manager is responsible for grant writing and submission, reporting and working collaboratively with program staff to ensure compliance with grantor requirements. The Grants Manager is also responsible for implementing strategies to achieve Film Independent's fundraising and collecting annual data from program directors to be used for grant submissions, reporting and for Film Independent's public annual impact report.

#### **Duties:**

- Manage a portfolio of current and prospective private foundation and government funders
- Write and submit grant proposals with input from relevant program staff
- Research, identify and present new grant opportunities aligning with the organization's strategic goals
- Implement strategies to achieve Film Independent's fundraising goals including submitting letters of inquiry and cultivating new funders
- Manage foundation and grantor records in organizational database, including proposals, reports, cultivation and stewardship activities
- Coordinate the implementation of grant awards and ensure post-award compliance
- Manage all annual data collection activities for grant submissions, reporting and for Film Independent's public annual impact report. Work with colleagues in Marketing to create organization's annual impact report.
- Work with Institutional Giving Coordinator to manage all onsite recognition and activities for grantors at Film Independent events including the Los Angeles Film Festival, Spirit Awards and Film Independent at LACMA
- Develop and maintain grant application and reporting calendar
- Communicate with departments on program funding requests
- Maintain ongoing monitoring of grant program goals and performance
- Communicate relevant grant information to staff, work with them to gather data for reports and ensure proper records are maintained

- Work with Managing Director to oversee special audits conducted by grantors and to collaborate on project and organizational budgets
- Participate in weekly, bi-weekly and monthly all staff, department and fundraising team meetings
- Provide written content for website as needed
- Other duties as assigned by Director of Institutional Giving

**Requirements:**

2-4 years grant writing experience required

Prior editorial experience strongly preferred

Bachelor's degree required

Non-profit arts and/or entertainment industry experience preferred

Microsoft Office proficiency required; Mac proficiency a plus

Excellent grammar, strong oral and written communication skills

Strong organizational, administrative and research skills

Strong interpersonal skills

Ability to work in a fast-paced environment

Assertiveness, high energy/enthusiasm and a positive attitude

A strong desire to achieve and a high level of dedication

Integrity and initiative

Please send resumes, cover letters and inquiries to [jobs@filmindependent.org](mailto:jobs@filmindependent.org)