

## **FILM INDEPENDENT**

Job Description as of Date: January 20, 2016

Title: Assistant, Institutional Giving

(40 hours/week temporary employment: Approximate dates of April 1 – June 15, 2016)

Reports to: Director of Institutional Giving

Job Description:

The **Assistant, Institutional Giving** is responsible for duties related to scheduling, gift tracking, acknowledgment and general department administration as needed by Institutional Giving fundraisers including the Director of Institutional Giving, Associate Director and Grants Manager.

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Assistant, Institutional Giving department duties:

- Administrative support to Director of Institutional Giving including calendar/scheduling, expense reports, room rentals and coordinating department staff meetings and agendas
- Process all departmental fundraising payments including donations, annual giving, foundation, grants, and institutional partner payments
- Track all institutional giving income and circulate daily income logs
- Prepare and send invoices and acknowledgement letters to all funders
- Record all funder stewardship, solicitations, payments and attendance on Raiser's Edge
- Work with Film Independent staff to maintain up to date data in Raisers Edge for the following constituencies: Alumni (Fellows, Los Angeles Film Festival Alumni, Spirit Awards Nominees and Winners), Members, volunteers and interns and manage ongoing engagement with these constituents
- Work with Web Editorial to profile successful Alumni, Members and donors to highlight and/or engage guest bloggers on appropriate topics. This includes identifying Alumni and Members accepted to prestigious festivals and nominated for top awards
- Other duties, as assigned

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Qualifications/Requirements:

- Bachelors Degree preferred.
- Hard working team player.
- Strong organizational skills.
- Effective communication skills.
- Experience with film festivals and/or other public events preferred.
- Extensive knowledge of Microsoft Word, Excel and Powerpoint required.
- Extensive knowledge of databases, such as FileMaker Pro or Raiser's Edge preferred.

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Competencies:

Upbeat, highly organized

Detail-oriented

Reliable and dependable

Punctual and polite

Expert multi-tasker

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Flexible schedule, willing to work weekends and evenings as needed

To apply, please send cover letter and resume to [jobs@filmindependent.org](mailto:jobs@filmindependent.org)