

FILM INDEPENDENT

Job Description as of Date: January 20, 2016

Title: Coordinator, Institutional Giving

(40 hours/week temporary employment: Approximate dates of February 10 - July 15)

Reports to: Director of Institutional Giving

Job Description:

The **Coordinator, Institutional Giving** is responsible for all duties related to gift tracking, acknowledgments, fulfillment and stewardship as needed by Institutional Giving fundraisers including the Director of Institutional Giving, Associate Director and Grants Manager. The **Coordinator, Institutional Giving** will also be expected to fill a research role and will work with Film Independent staff to maintain all constituent tracking within Raisers Edge, identifying prospects and assessing interest/capacity ratings.

Coordinator, Institutional Giving department duties:

- Identify and research prospects (individuals, industry and foundations)
- Assist department in donor event production as needed including partner events at key programs
- Produce multiple events including a Los Angeles Film Festival Alumni event, potential Dinner and a Movie events and special events in Los Angeles and New York.
- Assist with donor fulfillment including collecting RSVP's for events, signage/banner printing and placement and approvals for funder recognition in all marketing collateral
- Coordinate contract fulfillment of funders for all Film Independent programs including the Los Angeles Film Festival
- Coordinate funder stewardship including preparing event wrap reports and annual reports
- Track independent film industry for donor prospecting
- Manage the Annual Giving desk at the Los Angeles Film Festival
- Work with Director of Institutional Giving to create opportunities/events for Alumni (e.g., mixers, dinners, workshop events for alumni only, etc)
- Help fulfill and develop benefits and services for Arts Circle at the Los Angeles Film Festival, Spirit Awards and other programs
- Train Institutional Giving assistant and delegate duties as needed
- Attend funded events and be the main point of contact for funders at these events
- Respond to funder inquiries and requests at the LA Film Festival (June 1-9)
- Other duties, as assigned.

Qualifications/Requirements:

- Bachelors Degree preferred.
- Strong online and outreach research skills.
- Hard working team player with initiative that can work with minimal supervision.
- Strong organizational skills.
- Effective communication skills.
- Experience with film festivals and/or other public events required.
- Extensive knowledge of Microsoft Word, Excel and Powerpoint required.

- Extensive knowledge of Raiser's Edge fundraising database preferred.
 - Experience with FileMaker Pro or similar database strongly preferred.
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Competencies:

Upbeat, highly organized

Detail-oriented

Reliable and dependable

Punctual

Expert multi-tasker

Inquisitive

Flexible schedule, willing to work weekends and evenings as needed

To apply, please send cover letter and resume to jobs@filmindependent.org