

# FILM INDEPENDENT

Title: Fiscal Sponsorship Coordinator

Reports to: Manager, Documentary Programs and Fiscal Sponsorship

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## **JOB DESCRIPTION**

The Fiscal Sponsorship Coordinator is an entry level, part-time position, that is flexible with approximately 20 hours per week. Occasional presence at local weekend or evening events may be required.

The Fiscal Sponsorship Coordinator will assist with the day-to-day operations of the Fiscal Sponsorship Program. More information about fiscal sponsorship is available here: <https://www.filmindependent.org/programs/fiscal-sponsorship/>

## **Responsibilities include:**

- Responding to program inquiries and filmmaker questions via phone and email
- Organizing application submissions and reviews, corresponding with program applicants and generating and sending acceptance and rejection notifications
- Generating, tracking and maintaining fiscal sponsorship grant agreements, grant contracts and reports, financial documents and other program paperwork and files
- Onboarding and maintaining sponsored project and filmmaker profiles (Raisers Edge, NetCommunity, Wordpress)
- Coordinating and tracking status of sponsored and supported projects by requesting and maintaining project reports
- Responding to information and data requests made via Umbraco and JotForm, when appropriate
- Tracking and coordinating updates to the marketing staff related to exhibition and recognition (awards) of projects supported by Film Independent
- Assisting in other departmental tasks initiated by the Manager, Documentary Programs and Fiscal Sponsorship and the Director of Artist Development, including conducting research, fielding general questions, and other support tasks as needed
- Occasionally providing on-site support during Artist Development events in Los Angeles
- Other duties as assigned

### **Competencies and Expertise:**

- Desire to learn and grow with an arts and media nonprofit dedicated to serving the needs of independent filmmakers around the world
- Strong organizational skills with keen attention to detail
- Demonstrated ability to meet deadlines and complete tasks with minimal supervision
- Excellent communication skills and flexible, collaborative working style
- Strong ethics, judgment and decision-making skills
- Excellent computer skills with demonstrated ability to quickly learn new programs and software and to troubleshoot and problem solve independently
- Experience and proficiency using content management systems and a variety of software applications (will train on specific systems and platforms as needed)
- HTML experience preferred
- Professional demeanor
- Ability to work as part of a team and under pressure with all personalities at various levels
- Self-confidence and ability to problem solve and take initiative
- Demonstrated interest and/or experience in independent film or other media a plus
- Demonstrated interest in the nonprofit field through volunteer work, work experience, internships and/or educational background a plus
- Bachelor's Degree preferred, recent grads welcome. Will consider relevant experience in lieu of degree.

### **ABOUT FILM INDEPENDENT**

Film Independent's mission is to champion creative independence in visual storytelling and support a community of artists who embody diversity, innovation and uniqueness of vision.

Founded in 1984, Film Independent is a nonprofit 501(c)(3) organization that helps filmmakers make their movies, build an audience for their projects and works to diversify the film industry.

Supporting over 100 filmmakers each year through our Artist Development programs, Film Independent equips filmmakers with the tools, resources and connections they need to finish their films and establish their careers as working artists.

Film Independent also produces the Film Independent Spirit Awards, recognizing the finest achievements of American independent filmmakers.

**APPLY**

*Please send a resume and cover letter to [fiscalsponsorship@filmindependent.org](mailto:fiscalsponsorship@filmindependent.org).  
Include "Fiscal Sponsorship Coordinator" in the subject line. Thank you!*

*Film Independent is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of race, color, national or ethnic origin, religion, age, gender, handicap, pregnancy, sexual orientation, or veteran status.*