

# FILM iNDEPENDENT

**Title: Foundation and Government Relations Manager**

**Reports to: Senior Director of Development**

**Job Description:**

At Film Independent our mission is to champion creative independence in visual storytelling and support a community of artists who embody diversity, innovation and uniqueness of vision. Our staff members personify our mission and are dedicated to supporting independent artists and fostering a more inclusive film industry.

The Foundation and Government Relations Manager provides oversight and leadership for grants from private and corporate foundations as well as city, county, state and federal government sources. The Manager is responsible for the majority of the organization's grant writing, submissions and reporting. They work collaboratively with program staff to ensure compliance with grantor requirements. The Manager is also responsible for implementing strategies to achieve Film Independent's fundraising goals and collecting annual data from program directors to be used for grant submissions, reporting and for Film Independent's public annual impact report.

**Duties:**

- Work closely with Senior Director of Development, President and leadership staff on new grant opportunities
- Manage a portfolio of current and prospective 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
- Assign and edit LOIs and proposals drafted by Development Coordinator
- 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 compliance with all federal funding and international programs with US Department of State, Embassies and international NGOs

- Work closely with Global Media Makers program staff to manage quarterly financial reports and bi-annual written reports, attend weekly and monthly meetings and manage workflow with measurement and evaluation partner
- Manage all annual data collection activities for grant submissions, reporting and annual impact reporting
- Work with colleagues in Marketing to create organization's Annual Impact Report
- Work with Development Associate to manage all onsite recognition and activities for grantors at Film Independent events
- Work with Development Assistant on financial tracking for grants
- 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 and Finance Manager 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
- Other duties as assigned by Senior Director of Development

**Requirements:**

- A minimum of 3 years grant writing experience required
- Bachelor's degree preferred
- Non-profit arts experience required
- 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
- Ability to align Film Independent's vision with potential grantors
- Assertiveness, high energy/enthusiasm and a positive attitude
- A strong desire to achieve and a high level of dedication
- Integrity and initiative
- Ability to work as part of a team and under pressure with all personalities at various levels.

**Interested?** Send a cover letter and resume to [jobs@filmindependent.org](mailto:jobs@filmindependent.org).