

FILM iNDEPENDENT

Foundation and Government Relations Manager **Reports to: Senior Director of Development**

Job Description:

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. Working alongside the Senior Director, the Manager is responsible for the majority of the organization's grant writing, submissions and reporting. 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
- Maintain grant application and reporting calendar
- 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
- 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. Work collaboratively with program staff to ensure compliance with grantor requirements.
- 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 Associate on financial tracking for grants
- 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 Senior Director and DFO 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
- Love of storytelling required
- Desire to advocate for inclusion and equity in the film industry required
- Bachelor's degree preferred, but not required
- Non-profit arts experience preferred, but not required
- Entertainment industry experience preferred, but not required
- 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

Please send a cover letter and resume to jobs@filmindependent.org.