

FILM INDEPENDENT

Title: Development Coordinator
(Non-exempt, full-time + benefits)
Reports to: Senior Director of Development
Job Description as of December 2021

The **Development Coordinator** works closely with the entire Development team, including Membership. They will be responsible for a variety of important administrative duties, including working extensively in the organization's Raiser's Edge database to track constituent information and all contributed revenue. The Coordinator will also support special projects related to Development efforts throughout the year.

Development Coordinator department duties:

- Calendar department-wide meetings, agenda preparation and note-taking
- Administrative support to Senior Director, including select scheduling, preparing expense reports and vendor forms, general administrative assistance
- Work with Senior Director to prioritize and schedule prospect meetings for the President, Senior Director and other members of the Development team
- Work with Development team members and Accounting to prepare invoices and follow-up on contributed revenue
- Process, acknowledge and track all contributed revenue in Raiser's Edge
- Utilize Raisers Edge database daily to keep partner constituent contact information up to date, including working with Film Independent staff to help them maintain data for mentors, panelists, Fellows and Spirit Awards Nominees
- Coordinate select donor and partner outreach, including sending invitations and collecting RSVP's, preparing reserved seat lists and assisting in creation of event wrap reports
- Assist with Arts Circle annual giving group by processing Arts Circle Memberships and supporting benefit fulfillment, including event registrations and account logins
- Assist with Development event preparation and on-site duties as assigned, including working on Spirit Awards seating and ticketing, guest experience and partner support
- Assist with preparation of select Grant applications, annual Impact Report and Advertising email blasts
- Coordinate hiring and project management of Development interns
- Stand-in on Membership and other Development department administrative duties when a team member is out of the office
- Other duties, as assigned

Qualifications/Requirements:

- Required to be a highly organized, expert multi-tasker
- Extensive knowledge of Microsoft Office strongly preferred.

- Experience with Raiser's Edge or similar nonprofit CRM strongly preferred
- Must be an effective communicator with a deep interest in supporting diversity, equity and inclusion in the arts
- Hard working team player with initiative
- Detail-oriented and strong research skills
- Flexible schedule, willing to work select weekends or evenings as needed
- Ability to work as part of a team and under pressure with all personalities at various levels

Please reply with cover letter and resume to: jobs@filmindependent.org