

# FILM iNDEPENDENT

## **Job Description as of August 9, 2022**

Title: Development Associate, Partnerships

Status: Exempt, full-time + benefits

Reports to: Senior Director of Development

---

## **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.

---

## **Job Description:**

The Development Associate, Partnerships is responsible for supporting Film Independent's fundraising efforts with a heavy emphasis on creating compelling pitch materials and leading the partner fulfillment process for special events and public facing programming. Key programs include the Film Independent Spirit Awards, Directors Close Up and Film Independent Presents. Partners include corporations, in-kind product and event service providers, festival partners and others.

---

## **Principal Duties:**

### ***Fundraising***

- Work as a collaborative member of the Development team with an emphasis on supporting Fi Presents, Directors Close Up, Spirit Awards and other public facing programs to renew and solicit new partnerships including in-kind budget relieving partnerships
- Prepare compelling pitch materials and proposals for prospective partners as requested by the Senior Director, with an emphasis on reaching corporate partners
- Attend pitch meetings as required
- Solicit, close and negotiate agreements for partners primarily at \$25k and below, including in-kind support, ensuring partnerships are meaningful, mutually beneficial and sustainable for all parties involved

- Oversee a portfolio of 75-100 partners and prospects in CRM database
- Ensure accurate contact information for decision makers, actions and secured revenues are tracked in CRM database.
- Oversee wrap process and creation of wrap decks for Spirit Awards and other event related programming
- Track and prepare prospect lists and work with Senior Director on fund strategies aligned with the organization's strategic plan
- Work closely with Development colleagues and program teams to identify opportunities for new sponsorships and budget relieving partners
- Continually assess and plan for innovative ways to build diverse funding for the organization to meet current fiscal goals

### ***Fulfillment***

- Provide day to day oversight of partners and oversee sponsor recognition and agreement fulfillment for all funders of the following programs: Film Independent Presents (year-round), Directors Close Up, Film Independent Spirit Awards and bespoke events as assigned
- Work with internal departments to create and maintain program and event timelines and proactively flag upcoming deadlines to keep all key stakeholders informed and on track
- Obtain approvals from sponsors on all materials and execute comprehensive fulfillment of sponsorship agreements
- Track that all partner recognition and mentions are up to date on website
- Provide colleagues with approved thank you remarks for events
- Send partners invitations to year-round programs and special events for continued engagement

### ***General***

- Work with Development Assistant to support partnerships by assigning them clear and defined tasks and projects
- Track and monitor advertising and sponsorship trends, to better reach potential partners and communicate DEI related issues Film Independent works tirelessly to improve
- Other duties, as assigned

---

### **Competencies and Expertise:**

- A strong dedication to Film Independent and its values, including a passion for independent visual storytelling and fostering inclusion in the film industry
- 2-3 years working in non-profit corporate development, agency or event sales
- Exceptional fundraising, sales and closing abilities
- Experience with Raisers Edge or similar CRM preferred

- Hands on experience creating well designed, compelling pitch and sales materials
- Strong storytelling and relationship building skills
- Experience working in a non-profit environment preferred, but not required
- Strong written and verbal communication skills and a professional presence
- Strong organizational and administrative skills, with attention to detail and ability to work on multiple projects simultaneously
- A high level of initiative and enthusiasm and a bias for action
- A team player and the ability to work as part of a team and under pressure with all personalities at various levels
- A positive attitude and ability to adapt
- Integrity and creativity
- Bachelor's degree or commensurate experience required

### **APPLY**

*Please send a resume and cover letter to [jobs@filmIndependent.org](mailto:jobs@filmIndependent.org)  
Include "Development Associate, Partnerships" in the subject line. Thank you!*

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