

FILM INDEPENDENT

Job Description as of August 9, 2022

Title: Development Associate, Programs

Status: Exempt, full-time + benefits

Reports to: 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, Programs is responsible for supporting Film Independent's fundraising efforts with a heavy emphasis on relationships with industry partners including studios, production service providers and schools/universities. Key areas the Development Associate supports include our Artist Development and Film Education programs, including leading the partner fulfillment process for these department's programs. Additionally, the Associate supports the organization's annual giving group, Arts Circle, and the organization's largest annual fundraiser, the Film Independent Spirit Awards.

Principal Duties:

Fundraising

- Work as a collaborative member of the Development team with a personal fundraising goal of \$500,000
- Renew and secure \$35k and below contributing sponsors, including budget relieving services to support Film Independent's Artist Development and Education programs.
- Support communications, benefit fulfillment and cultivation of annual donors, as well as unrestricted giving campaigns
- Responsible for meeting and exceeding revenue goals by further cultivating existing supporters and working to secure new program partners

- Oversee a CRM portfolio of 100-120 partners and prospects for Education and Artist Development programming
- Identify, cultivate, solicit and steward funders. Close program sponsorships and negotiate contract agreements ensuring new partnerships are meaningful, mutually beneficial and sustainable for all parties involved.
- Prepare proposals and assist in creation of these materials for Senior Director and Director when requested
- Produce end of program impact reports for partners in a timely manner
- Work closely with Development colleagues and program teams to identify opportunities for new sponsorships and budget relieving partners in Artist Development and Education programs
- Create collateral/sales materials designed to increase the organization's funding from industry, including event sponsorship opportunities and content monetization
- Ensure accurate contact information for industry decision makers, actions and secured revenues are tracked in CRM database
- Utilize Film Independent events and program successes to engage new industry supporters
- Prepare and draft sponsor materials such as rate cards and other prospect materials as needed

Fulfillment

- Oversee sponsor recognition and agreement fulfillment for all funders of the following programs: Filmmaker Labs, Project Involve, Grants & Awards, Film Independent Forum, Youth Program and bespoke events as assigned
- Work with Education and Artist Development teams 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 agreements
- Track that all partner recognition and mentions are up to date on website and in other materials
- Provide colleagues with approved thank you remarks
- Assist in tracking and communications with Film Independent Spirit Awards attendees, including Arts Circle contributors and table buyers

General

- Work with Development Assistant by assigning them clear and defined tasks and projects
- Send partners invitations to year-round programs and special events for continued engagement
- Ensure that your programs' contracts, invoices and all other collateral are updated and organized in the proper files

- Track and monitor Industry statistics on the state of inclusion in the film industry to accurately portray in communications the issues Film Independent works tirelessly to improve
 - Other duties, as assigned
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Qualifications and Requirements:

- 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 development or sales
- Exceptional fundraising, sales and closing abilities
- Experience with Raisers Edge or similar CRM preferred
- Strong understanding of the entertainment industry, film industry, studio system and diverse independent film community
- Strong relationship building and maintaining skills
- Experience working in a non-profit environment preferred
- 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
Include "Development Associate, Programs" 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.