

FILM iNDEPENDENT

Job Description

Development Coordinator

Co-reports to Director of Membership and Development Manager

Annual salary, Non-exempt, full-time + benefits

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 Coordinator** works closely with the Membership department to support Member benefit fulfillment, provide attentive customer service and support community growth and engagement. They work with the Development department to support administration of the Advertising revenue stream. They will focus extensively on 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.

Duties:

Membership

- Work with Director of Membership to achieve stated Membership revenue, growth and retention goals as needed
- Execute monthly personalized Membership renewal correspondences (email or phone)
- Member research, identification and tracking, including but not limited to:
 - Award nominations
 - Festival selections
 - Affiliate organizations
 - Member Deals prospects
 - Member Lens prospects
 - Programming/Education speaker prospects
- Assist in Membership verification and tracking for Artist Development program applications
- Take lead on processing new constituent online accounts and account updates into Raiser's Edge
- Act as representative for Membership department and Film Independent (in general) at outreach events, fairs, festivals and specific Film Independent events, as needed with an eye toward Member acquisition/email subscriber acquisition

- Support Membership community development and peer to peer connection via direct communication and available social platforms
- Support data entry and list management for group Membership purchases
- Calendar department-wide meetings, agenda preparation and note-taking
- Production support as needed on Member engagement in-person events; Duties included, but not limited to:
 - Set up and breakdown of event space
 - Check-in management
 - Printing and distribution of Membership promotional literature
 - Accept payment for onsite Membership purchases

Advertising

- Assists Manager with coordinating advertising campaigns for external agencies and organizations; includes invoicing, due date tracking, obtaining artwork, formatting and testing advertising email blasts for client approval, routing all dates and information to internal parties, real-time updating of held/booked advertising calendar as well as available inventory tracker and final data reporting to agencies
- Research and report on advertising partners content to actual nominations and winners for key Awards Ceremonies (Emmys, SAG, Academy Awards) as well as various research projects as assigned

Overall

- Ensure all contributors are receiving timely acknowledgements
- Work with Development team members and Accounting to prepare invoices and follow-up on contributed revenue
- Process 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.
- Provide regular RE query lists to Development team members as needed and related to fundraising activities
- Assist with Development event preparation and on-site duties as assigned, including working on Spirit Awards duties, including Member viewing platform and voting
- 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:

- Must reside in greater Los Angeles area and work in office as needed Required to be a highly organized, expert multi-tasker
- Extensive knowledge of Microsoft Office strongly preferred.
- Experience with Raiser's Edge or similar non-profit 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 and the ability to work under pressure with all personalities at various levels.
- Detail-oriented and strong research skills.
- Flexible schedule, willing to work select weekends or evenings as needed

APPLY

Please send a resume and cover letter to jobs@filmindependent.org, with “Development Coordinator” 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.