

FILM INDEPENDENT

Executive Assistant **Reports to: President**

Job Description:

The Executive Assistant supports the President at Film Independent by helping them work towards the organization's top strategic priorities. The Executive Assistant strategically manages the President's communications and schedule, prioritizing all incoming information for the President and making sure internal and external meetings are scheduled with the right decision makers to move projects and strategic goals forward. Additionally, the Executive Assistant oversees organization-wide projects and special projects, directly interfacing with Leadership staff, the Board of Directors and partners. They also support the Board and Board Committee Chairs on all aspects of scheduling, taking minutes at all Board meetings, and overseeing Staff interaction with the Board. As part of the focus on strategic goals, the Executive Assistant pays special attention to fund development and on coordinating activities between the President, the Senior Director of Development and the Chair of the Board Development Committee.

Duties:

- Work closely with President on strategic priorities, ensuring that their time is focused on the most key organizational goals, with special attention paid to fund development
- Strategically manage President's time including schedule, communications, calendar, travel and other key priorities
- Regularly communicate with Staff, Board Chair, Board Committee Chairs and Board Members on meetings, meeting agendas/notes, projects and impending deadlines.
- Organize Leadership and Staff retreats, and other special events as needed
- Work with Leadership to consistently engage in measurement and evaluation against organization's strategic goals. Collect appropriate information from Leadership staff for all Board meetings.
- Draft regular communications from the President to Film Independent Staff, Board, community, and contributors including remarks for upcoming events

- Oversee organization-wide projects or initiatives, regularly bringing together important stakeholders and help drive decisions
- Manage the President's fundraising priorities with the Senior Director of Development and Board Chair including setting meetings, research and preparation, supporting solicitation and stewardship with pitch materials, thank you notes/gifts and general relationship building support
- Produce annual Board Retreat
- Assist in creation of Annual Impact Report
- Assist strategic planning process, ensuring alignment with the President, Board and Leadership team on design and ongoing measurement and evaluation of success
- Hire and directly manage interns, consulting and/or seasonal support roles for the executive office as needed
- Assist with research projects as needed
- Other duties as assigned by President

Requirements:

- A minimum of 3 years project management and/or executive office management experience
- Commitment to the Film Independent mission and active advocate for diversity, equity and inclusion in the film industry
- Highly organized, ability to multitask
- Highly proficient in Microsoft Office (including Excel and PowerPoint); Microsoft Teams; Zoom; Raisers Edge or similar CRM experience preferred; Mac proficiency a plus
- Excellent oral and written communication skills
- Excellent organizational, administrative and research skills
- Strong interpersonal skills
- Ability to work in a fast-paced environment
- Deep understanding of and commitment to Film Independent's mission
- Bachelor's degree preferred, but not required
- Non-profit arts experience preferred, but not required
- Entertainment industry experience preferred, but not required
- 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

Send cover letter and resume to: jobs@filmindependent.org