FILM INDEPENDENT
Development Assistant
Reports to Senior Director of Development
Non-exempt, full-time + benefits

Job Description:
As a 501(c)3 nonprofit arts organization, our mission is to champion creative independence in visual storytelling and support a community of artists who embody diversity, innovation and uniqueness of vision. Film Independent is funded by its partners including corporations, foundations, government, individuals and others who make our work possible.

As an integral part of the department, the Development Assistant is an entry level position which supports day-to-day efforts of the Senior Director of Development. The Assistant works alongside Development team colleagues on special projects and administrative duties throughout the year. The Assistant keeps current records of proposals, actions and program funders, and creates funder wrap reports.

Duties:
• Schedule overall department meetings, draft agendas, take notes and ensure that meetings are held regularly and run on time
• Manage Senior Director’s calendar, make reservations and arrange travel as needed
• Consistently try to create and improve processes and procedures to best serve the department needs
• Utilize organization database (Raisers Edge) to keep department contacts, revenue, portfolios and recent activities up to date
• Send and track revenue acknowledgements to program funders
• Support solicitations and grant reporting as needed, including research and other administrative duties
• Consistently keep up to date pitch materials, logos, agreements and assets folders for entire department, including keeping funders updated on website
• Track partner agreements, create invoices and assist in coding revenue for accounting when assistance is required
• Administer in-kind request process internally, assigning points of contact and maintaining an inventory of sponsor products to be used at events
• Prepare regular expense reports and vendor forms for payables and expense reimbursement;
• Assist with donor requests, sending invites, collecting RSVPs, preparing shotlists and onsite support for Film Independent events, including the Film Independent Spirit Awards
• Create funder wrap reports and assist in creation of other fundraising materials, including sourcing photographs and collating press and media impressions to create and distribute final reports to funders at the end of programs
• General office duties including ordering office supplies and keeping department materials organized
• Recruit and manage department interns as needed
• Regularly and consistently monitor general development email accounts to ensure timely responses and great customer service;
• Onboard new department staff by ensuring set up of all logins and other day to day needs such as parking and building access;
• Stand-in on Membership and other Development department administrative duties when a team member is out of the office
• Other duties, as assigned

**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
• Experience with Raisers Edge or similar CRM preferred
• Experience working in a non-profit environment preferred
• Strong written and verbal communication skills
• Exceptional 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 with 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 Assistant” 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.*