

FILM iNDEPENDENT

Development Coordinator

Job Description as of July 15, 2026

Co-reports to Director of Membership and Development Senior Manager

Status: Non-exempt, full-time + benefits

Pay Rate: \$22 - \$24/hour

Location: Los Angeles – Hybrid / In-Person

ABOUT FILM INDEPENDENT

Film Independent's mission is to champion creative independence in visual storytelling in all its forms, and to foster a culture of inclusion. We support a global community of artists and audiences who embody diversity, innovation, curiosity 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
 - Advancement 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
- Intern Management
 - Secure year-round interns
 - Manage tasks and daily responsibilities
 - Oversee work schedule and goal-setting

Advertising

- Assists Development Senior Manager with coordinating advertising campaigns for external agencies and organizations
- Duties included but not limited to: 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
- Preparing and processing all invoices, following up on outstanding payments, coding and maintaining accurate, up-to-date payment records in fundraising database
- 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
- Act as Development representative and liaison to Members, donors and Sponsors at Film Independent events, as needed
- 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
 - Contact and confirm matching donations for Project Involve project contributions
 - Submit invoices for payment via platforms for partnering companies and organizations
 - 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.
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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.
 - Detail-oriented and strong research skills.
 - Ability to work as part of a team and under pressure with all personalities at various levels.
 - Flexible schedule, willing to work select weekends or evenings as needed
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How to Apply:

Interested candidates are invited to submit their resume and cover letter outlining their relevant experience and qualifications to jobs@filmindependent.org.

Please include "**Development Coordinator**" in the subject line.

Don't meet every requirement? Studies have shown that women and people of color are less likely to apply for jobs unless they meet every single qualification. We are committed to building a diverse, inclusive, and authentic team. If you're excited about this role but your experience doesn't align perfectly with the job description, we would like you to apply anyway. You may just be the perfect fit for either this or other roles.

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.