FILM INDEPENDENT

Fiscal Sponsorship Manager
Job Description as of October 30, 2026
Reports to: Senior Manager, Nonfiction Programs and Fiscal Sponsorship
Status: Full Time, Exempt + Benefits
Salary: $72,384
Location: Los Angeles

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.
Founded in 1984, Film Independent is a nonprofit 501(c)(3) organization that helps filmmakers make their movies, build an audience for their projects and works to diversify the film industry.
Supporting over 100 filmmakers each year through our Artist Development programs, Film Independent equips filmmakers with the tools, resources and connections they need to finish their films and establish their careers as working artists.

Film Independent also produces the Film Independent Spirit Awards, recognizing the finest achievements of American independent filmmakers.

OPPORTUNITY

Independent films need more than creative vision to reach audiences: they need resources, relationships and a path to funding. Fiscal sponsorship plays an important role in that journey, enabling filmmakers to seek charitable support for projects that align with Film Independent's mission.

The Fiscal Sponsorship Manager sits at the intersection of filmmaker support, financing and the evolving independent film landscape. Reporting to the Senior Manager of Nonfiction Programs and Fiscal Sponsorship, this position oversees the fiscal

sponsorship program's day-to-day operations while building relationships with filmmakers, tracking the progress of supported projects and identifying opportunities for connection across Film Independent's programs.
This is a role for someone who is entrepreneurial-minded and enjoys both the details that keep a program running and the bigger picture of how independent films find support and grow.

Schedule: Office Hours are 10AM-6PM, Monday through Friday. Mandatory in-office days are Tuesday through Thursday. Additional in-person days and weekend and evening attendance may be required as necessary.

More information about fiscal sponsorship is available here:
https://www.filmindependent.org/programs/fiscal-sponsorship/
More information about Artist Development programs is available here:
https://www.filmindependent.org/programs/artist-development/

DUTIES AND RESPONSIBILITIES

Client Services
Build relationships and guide filmmakers through the fiscal sponsorship experience.

- Respond to filmmaker inquiries by phone and email, providing clear and timely information about the program.
- Conduct regular fiscal sponsorship orientation sessions and consult with filmmakers about their sponsored projects as needed.
- Serve as a liaison among filmmakers, the Fiscal Sponsorship program and Film Independent's Finance team.
- Facilitate the execution and organization of agreements with fiscally sponsored projects.
- Maintain accurate, accessible public-facing program materials.

Financial Operations
Help keep project finances accurate, organized and running smoothly.

- Provide balance reports, new funding reports and donation letters to project managers.
- Provide project code numbers to Finance for incoming online donations from Blackbaud into Raisers Edge.

- Ensure that balance reports are accurate including administration fee percentages and investigate any issues or discrepancies regarding donations, disbursements or account balances when applicable.
- Maintain financial information for all projects including ACH, address, beneficiary name and notify Finance of any changes.

Project Evaluation
Get to know new projects and assess their fit with the program.

- Review fiscal sponsorship applications in accordance with program criteria and Film Independent's mission.
- Correspond with applicants throughout the review process and prepare acceptance and rejection notifications.
- Apply discernment and attention to detail while learning about filmmakers' creative goals, project needs and fundraising plans.

Research
Stay up-to-date with filmmakers, tools and wider industry shaping independent film.

- Research and assess evolving technology needs for the program's internal and filmmaker-facing systems, in collaboration with the Senior Manager.
- Follow developments in independent film funding, emerging filmmaking practices and the work of filmmakers engaging with the program.
- Attend relevant industry events and festivals to represent Film Independent, connect with filmmakers and deepen awareness of the field.

Analysis
Understand how projects and the program are progressing.

- Coordinate and track sponsored projects by requesting, reviewing and maintaining project reports.
- Identify recurring filmmaker needs, operational challenges and opportunities to improve the program experience.
- Work with the Senior Manager to assess program processes and recommend practical refinements.

Program Growth/Expansion
Help turn day-to-day insight into longer-term opportunities.

- Collaborate with the Senior Manager to identify opportunities to strengthen, refine and expand the Fiscal Sponsorship program.

- Observe the sponsored-project pipeline for emerging talent, distinctive projects and trends in filmmaking, and flag potential connections to other Film Independent programs.
- Support outreach and promotion through social media, in-person engagement and a monthly fiscal sponsorship blog post developed with the Senior Manager of Digital Content.
- Provide occasional on-site support at Los Angeles Artist Development events, building familiarity with Film Independent's wider filmmaker community.

Requirements and Qualifications:

- Bachelor's Degree preferred; recent grads welcome. Will consider relevant experience in lieu of degree.
- Strong organizational skills with keen attention to detail
- Understanding and experience packaging independent film packages preferred
- Demonstrated ability to meet deadlines and complete tasks with minimal supervision
- Excellent communication skills and flexible, collaborative working style
- Strong ethics, judgment and decision-making skills
- Excellent computer skills with demonstrated ability to quickly learn new programs and software and to troubleshoot and problem solve independently
- Professional demeanor
- Self-confidence and ability to problem solve and take initiative
- Experience working in customer service or customer relations.
- Demonstrated interest and/or experience in independent film or other media a plus
- Ability to work as part of a team and under pressure with all personalities at various levels

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 **"Fiscal Sponsorship Manager"** 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.

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