FILM
INDEPENDENT

Strategy & Institutional Advancement Coordinator
Job Description as of November 2026
Reports to: Executive Vice President of Strategy and Institutional Advancement
Status: Non-Exempt, full-time + benefits
Pay Range: $21 - $24 Per Hour
Location: Los Angeles - Hybrid Schedule, possibility of working 5-days in office as required.

About Film Independent: 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.

Job Description:
The Strategy and Institutional Advancement team works directly with Film Independent funders. As an integral part of the department, the Coordinator supports all efforts of department including scheduling and calendaring. The Coordinator keeps current records of proposals, confirmed funding and oversees the wrap process following each Film Independent program.

Duties:
- Prioritize and oversee department projects and calendar;
- Keep up to date logos, agreements and assets folders for entire department within Teams and Canva;
- Manage EVP and Director of Development calendars and plan travel itineraries as needed;
- Consistently create and improve processes and procedures for tracking calls, meetings and subsequent follow up;
- Create and send invoices for all partnerships, table sales and other contributors as required;
- Prepare and send acknowledgement for all contributed revenue
- Process all invoice payments, donations, matching gifts and others, working with Finance and department colleagues to code all revenue.
- Track partner agreements and follow up when signatures, invoices or payments are still pending;
- Prepare mileage reimbursement forms, regular expense reports and vendor forms related to the department budget and/or reimbursement;
- Work with the EVP to keep annual revenue goals documents up to date
- Schedule overall department meetings, draft agendas and ensure that meetings are held regularly and run on time;
- Assist with sending invites, collecting RSVPs and onsite fulfillment for department specific events;
- Assist in the on-site management of Film Independent partners at all Film Independent events, including preparing shot lists and cultivation efforts;
- Assist with Spirit Awards table sales, seating and ticketing distribution;
- Support sponsor wrap process, the repository of photographs, social media and track impressions to create and distribute final reports to sponsors in a timely manner;
- Assist Director and team with grant writing, fulfilment and reporting as required
- Assist Director with Arts Circle Member cultivation and benefit fulfillment as needed

- Supporting in-office days for Members as required
- Stand-in on Membership and other Development department administrative duties when a team member is out of the office
- Order office supplies, keep office space organized and maintain office supply inventory as well as other general office duties;
- Set up external meetings at the Film Independent offices including supporting security and parking needs;
- Recruit and manage interns, as needed;
- Work with the Operations team to onboard new department colleagues by ensuring set up of all logins and other day to day needs such as parking and building access;
- Project manage prospect research and tracking lists
- Update information in Raiser's Edge CRM based on all department outreach and prospecting, including contact information and activities reporting
- Other duties, as assigned.

Requirements and Qualifications:

• Bachelor's Degree preferred; recent grads welcome
• Demonstrated interest and/or experience in fundraising preferred
• Strong organizational skills with keen attention to detail
• Appreciation and understanding of independent film 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
• Ability to work as part of a team and under pressure with all personalities at various levels
• Experience with Raiser's Edge CRM and Canva preferred but not required

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 "Strategy & Institutional Advancement 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 qualificiation. 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 on the basis of race, color, national or ethnic origin, religion, age, gender, handicap, pregnancy, sexual orientation or veteran status.