



NEWFILMMAKERS LA

Development Associate Position

Reports to: NewFilmmakers Los Angeles (NFMLA) Executive Director

Start date: 1/2/20

Salary: \$33,280 annually to start (*performance evaluations quarterly*)

Work week: 40 hours

Benefits: 8 paid vacation and 8 paid sick days annually | health insurance

Development Associate - NFMLA

The Development Associate is responsible for identifying, tracking, establishing contact with and securing corporate, government and foundation related philanthropic and grant funding for NFMLA. This role is an administrative, office based position. In addition to heading the organizations grant related efforts, The Development Associate will also have responsibilities in the areas of promotion, programming, external relations and general administrative.

Ideal candidate

The ideal candidate is an emerging, organized and motivated professional who is seeking an executive, long-term career within a film festival, film and/or arts and cultural organization. A passionate individual who is focused on the arts and seeks to expand an organization while simultaneously growing with it. Communication, outreach, organization and strong, long-form proposal writing skills are key.

Duties:

- Research and identify grants that the organization is eligible for
- Establish contact and build relationship/rapport with funders
- Build and maintain grant submission calendar, schedule/time-line and database
- Track status of grant applications
- Maintain follow up, communications and relationship with funders
- Craft letters of intent (LOIs) for potential funders
- Set potential funder in person meetings
- Identify grant networking sessions to attend throughout the year (conferences, social events, panels, workshops, lunches, etc.)
- Identify, collect and organize data needed for grant proposal
- Write narrative, long-form grant proposals
- Prepare grant reports for funders
- Report on and prepare grant financial reports for Executive staff and Board
- Develop long-term strategy for increasing grant related funding annually
- Daily internal and external organization related phone and email communications
- Ensure organizations programming is in-line with grant guidelines and requirements
- Develop new programming proposals for increased grant funding opportunities
- Research and establish communication with selected festival filmmakers
- Write monthly press release highlighting each festival, the filmmakers and films
- Hire and train interns as needed
- Create grant budgets and maintain Cultural Data Project report (CDP)
- Serve as management at events, as needed
- Supervise and train volunteers or contractors, as needed
- Work closely the Executive Director to ensure grant revenue goals are being met
- Attend Staff and Board meetings regularly and provide status reports

Requirements:

- 2+ years of professional experience , preferably in arts and cultural grant-writing
- Bachelor's degree (minimum)
- Experience working with executives, funders and clients
- Established track record of outstanding organization, scheduling and proposal writing
- Strong drive and ability to represent the organization at an executive level
- Excellent written and oral communication skills
- Must be willing to work non-traditional office hours if necessary (may include nights/ overnight/weekends from time to time)
- Must be comfortable working from a desk for 40 hours a week in a small office
- Passion for the arts and willingness to commit long term (2+ years minimum preferred)

Skills:

- Organization
- Administration
- Expert on Mac
- Intermediate on Photoshop and/or InDesign
- Understanding of grants and philanthropic application and funding process
- Understanding of cinema, with a focus on independent film
- Extreme attention to details and deadlines
- Self-starter
- Excellent communication, time management and relationship building skills

Candidates should submit cover letter, resume, salary history and requirements to: Larry@NFMLA.org

Applications are due by Friday, November 29th, 2019 @ 5pm PT