

AMERICAN FILM INSTITUTE JOB DESCRIPTION

POSITION: Director, Institutional Giving & Scholarships
DEPARTMENT: Advancement
LOCATION: Los Angeles Campus

PRINCIPAL RESPONSIBILITIES:

The Director, Institutional Giving & Scholarships is responsible for overseeing AFI's comprehensive foundation and government fundraising program in support of the Institute's operations, exhibition programs, AFI special events, AFI Conservatory, and special projects. In addition, the Director is also responsible for the AFI Conservatory Scholarships program. While the Director will directly solicit grants and corporate, foundation and government grants, he/she will guide active volunteer and senior management involvement and encourage peer-to-peer outreach. The Director is also tasked with identifying transformational grant relationships that can advance AFI's mission and institutional goals.

The Director supports the Chief Advancement Officer (CAO) as a member of the management team in the Advancement office, establishing departmental policies and standards of performance, developing departmental strategies and executing short- and long-range plans.

PRINCIPAL DUTIES:

- Collaborate with the CAO to develop a comprehensive annual strategic plan for institutional fundraising geared towards meeting annual budgeted fundraising goals and aspirational projects.
- Create an active pipeline of prospects through identification, research and tracking of donor activity; Regularly update prospect lists for Board and staff vetting using the AFI database, Tessitura, as a central management resource.
- Liaise with key institutional donors – maximizing the use of AFI's senior management team and Trustees in coordinating all aspects of the institutional donor relationships, maintaining the highest standard of customer service and stewardship.
- Manage fulfillment and reporting requirements for all foundation and government grants.
- Supervise the Manager, Special Campaigns in the management of the AFI Conservatory Scholarship program, which provides tuition relief to Fellows attending the AFI Conservatory, as well as other grant-related projects.
- Collaborate with the Senior Director, Strategic Partnerships on donor strategy for corporate foundations contributors to ensure a coordinated and strategic approach.
- Manage and monitor the preparation of all reports and other servicing activities on all corporate, foundation, and government grants.
- Collaborate with internal departments to ensure the effective stewardship and servicing of sponsors and institutional donors, including AFI Conservatory, AFI Catalog of Feature Films, Creative

Services, AFI DOCS, AFI Directing Workshop for Women, Special Events, AFI Productions and AFI FEST.

- Enlist Board and CEO-level executives for peer-to-peer outreach, such as letters of endorsement, phone calls and personal solicitations to foundations.
- Develop creative, individually tailored proposals for each solicitation; write case documents, prepare project budgets and propose recognition or other fulfillment elements, and other materials that enhance the presentation.
- Collaborate with peers in the department to maintain Advancement donor database input and promote best practices with regard to tracking institutional contacts and support.
- Serve as project lead on new programs assigned by CAO.
- Perform other duties as assigned in support of AFI goals and mission.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's degree required, Master's degree preferred.
- Minimum seven years in professional fundraising positions, with a minimum of four years of experience in corporate, foundation or government fundraising.
- Demonstrated success in identification, cultivation, solicitation and stewardship of corporate, foundation and government grants.
- Strong understanding of non-profit accounting standards for preparation of financial reports and programmatic budgets for funders.
- Knowledge of foundation and government funding structures and processes is critical, as well as current understanding of developing tax code changes as they relate to foundations and institutional donors.
- Excellent management, organizational and interpersonal skills.
- Strong leadership, time management and multi-tasking skills.
- Superior oral, written communication and presentation skills; detail-oriented with a commitment to accuracy and clarity.
- Strong analytic and problem-solving skills and the ability to negotiate with tact and diplomacy.
- Strong computer aptitude; skill in Microsoft Word, Excel and PowerPoint; knowledge of and skill using on-line and other resources to identify and research foundation and government grantors; experience with donor database management; proficiency working with the Tessitura database.
- Strong initiative, self-confidence, creativity, and entrepreneurial skills; enjoys working as a team player but also has the capability to work independently and as a self-starter
- Experience working with a broad base of leaders, and in the training, managing and motivating key volunteers.
- Genuine interest in the arts, film and education.
- Supports AFI's mission with natural ability to articulate this mission to others.
- Innate ability to inspire those working toward accomplishing common objectives and goals.
- Personal integrity and the ability to inspire confidence and trust.
- Periodic travel for solicitation and event management required.
- Experience in or knowledge of film preferred.

SUPERVISION:

The Director, Institutional Giving and Scholarships performs all duties and responsibilities under the guidance and supervision of the Chief Advancement Officer.
