

AMERICAN FILM INSTITUTE

JOB DESCRIPTION

POSITION: Advancement Associate
DEPARTMENT: Advancement
LOCATION: Los Angeles Campus
COVID-19 PROTOCOL: AFI requires full vaccination against COVID-19 for all employees, subject to limited, legally required exceptions. Proof of vaccination, or documentation supporting an exception to this policy, will be required prior to employment.

PRINCIPAL RESPONSIBILITIES:

The Advancement Associate is responsible for a high level of multi-tasking across all core administrative functions. The Advancement Associate will support the needs of the Advancement Team to provide excellent administrative support both internally and externally and assist with fundraising activities.

PRINCIPAL DUTIES:

- Monitors and responds to external inquiries for fundraising support and donor inquiries.
- Ensures all donor data is captured in our Client Relationship Management (CRM) system and shared files are impeccably organized and maintained.
- Assists with the operations of the Membership and Individual Giving programs.
- Coordinates tax receipts and donor acknowledgment letters.
- Conducts donor research, tracks giving history, and pull donor data reports.
- Organizes standard operational procedures and policies.
- Work cross-departmentally to ensure strong collaboration between the Advancement Team and the Office of the President & CEO, Conservatory, Marketing and Communications, and Finance on all donor-related projects and programs
- Support day-to-day scheduling, note-taking, and planning needs of Chief Advancement Officer and Advancement Team.
- Perform other duties as assigned.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's degree, preferably in a business-related field.
- Minimum two years of experience as an Administrative Assistant performing a broad spectrum of core general administration functions for a senior level executive.
- Ideal candidate is entrepreneurial and goal-oriented.
- Strong time management, organizational and multi-tasking skills coupled with the ability to work independently with minimal supervision, as well as a member of a high functioning team, in a fast-paced environment.
- Ability to work strategically and collaboratively across the organization.
- Ability to work well under pressure with tight deadlines and multiple priorities.

- Strong self-motivation and self-initiative with the ability to take direction.
- Strong diplomacy skills and consistent professionalism; this includes the ability to maintain complete confidentiality and discretion.
- Excellent presentation, interpersonal and communication skills, including strong oral and written skills as well as excellent grammatical and proofreading abilities.
- Possess a positive and professional attitude with the ability to work as a member of a high-energy, results-oriented team; ability to work with all levels of the organization.
- Exceptionally detail-oriented with the proven ability to handle numerous tasks with appropriate follow-up and reporting activities while not losing sight of the big picture.
- High level of proficiency with Microsoft Office (Word, Excel, and PowerPoint); comfortable working in an IOS-based (Mac computer) environment.
- Must be available by personal cell phone during non-office hours for time sensitive, business-related communications.

SUPERVISION:

The Advancement Associate performs all duties and responsibilities under the guidance and supervision of the Manager, Advancement Operations.
