

AMERICAN FILM INSTITUTE

JOB DESCRIPTION

POSITION: Manager, Inclusion & Fellow Engagement
DEPARTMENT: Office of Fellow Affairs
LOCATION: Los Angeles, CA
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

The American Film Institute is a nonprofit organization with a mandate to champion the moving image as an art form. Established in 1967, AFI launched the first comprehensive history of American film and sparked the movement for film preservation in the United States. In 1969, AFI opened the doors of the AFI Conservatory, a graduate-level program to train narrative filmmakers.

PRINCIPAL RESPONSIBILITIES:

The Manager, Inclusion & Fellow Engagement supports the success of Fellows through community and individual support, diversity programming and professional development programming. The Manager ensures that the Office of Fellow Affairs (OFA) contributes to a more inclusive climate and culture through initiatives and resources that support justice, inclusion, accessibility and belonging, address inequities, and aid the AFI Conservatory in embracing practices that are student-centered, equity-based, growth-mindset, culturally attuned, and empathetic.

PRINCIPAL DUTIES:

- Provide program management functions for the department's Fellow engagement and DEI programming and offerings, including Equity and Inclusion Programs, Industry Prep Initiatives, Fellow Engagement Programs, and Fellow Basic Needs Programs.
- Partner with Conservatory leadership, stakeholders, and subject matter experts to identify key learning needs, and proactively develops ideas that support these needs.
- Develop and execute DEI curriculum for Fellows from launch to program maintenance activities.
- Manage the coordination of meeting and event planning for these initiatives and activities, including scheduling, recording minutes, creating post-event wrap reports, and communicating related outcomes and updates to stakeholders.

- Establish and continuously improving upon efficient program management systems to ensure smooth operation and centralized documentation, filing and archiving.
- Establish and maintain programming calendar that is incorporated in the OFA Master Calendar.
- Incubate new ideas and special projects aligned with Fellow development priorities and objectives.
- Contributes to marketing and communications, including social media and asset management, for all individual programs; organize and execute departmental mailings in support of programmatic needs.
- Develop and manage department databases to track and support Fellows and their needs, events, and industry contacts; assist with research projects, data management and enrichment, reports, and special projects.
- Assists with establishing and maintaining OFA financial systems, including preparation of departmental budgets, monitoring of budgets, and preparing purchase orders and check requests, reimbursements as well as tracking and reconciling monthly expenditures.
- Participate in the creation of a five-year strategic plan, including design of evaluation and metrics for success, for the OFA department.
- Support and participate in the development and execution of New Fellow Orientation.
- Manage program evaluations, surveys, and other feedback metrics.
- Manage and facilitate communications and deliverables between OFA partner organizations and various stakeholders; develops and maintains professional relationships with external constituencies in support of OFA programs at large.
- Contributes to strategic partner research/prospecting, proposals, and stewardship, including maintaining intelligence and databases, plus invitations, entertaining, thank you notes/gifts and general relationships building support and follow through.
- Perform other duties and responsibilities as assigned.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's degree required. Preferred Master's degree in Higher Education.
- Minimum three years of experience in program management in the field of higher education.
- Minimum three years of experience in justice, equity, diversity, and inclusion programming.
- Knowledge of and familiarity with filmmaking community is preferred but not required.
- Proven program management skills with the ability to maintain and improve a program, including excellent organizational, administrative and research skills.
- Exceptionally detail-oriented and highly organized, with the proven ability to handle numerous tasks with appropriate follow-up and reporting activities.

- Ability to work independently in a fast-paced results-oriented environment while being an integral member of a high-functioning team; to work calmly under pressure; to negotiate challenging situations and personalities in a professional manner; strong diplomacy skills and professionalism are mandatory; this includes the ability to maintain confidentiality and discretion.
- Assertiveness, high energy/enthusiasm, and a positive attitude, with a strong desire to achieve a high level of dedication, personal integrity, and initiative.
- Excellent oral and written communication skills with the ability to convey complex concepts and procedures in simplistic terms.
- 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.
- Demonstrated competence with program management tools, including building assessments and databases, use of scheduling software, and advanced MS Office skills (PowerPoint, Word, Excel, Outlook) in a Macintosh environment; Teams and Zoom experience, including hosting larger group sessions on Zoom, as well as managing data and lists. Participate in the creation of a five-year strategic plan, including design of evaluation and metrics for success, for the OFA department.
- Personal integrity and the ability to inspire credibility, confidence, and trust.