

## AMERICAN FILM INSTITUTE JOB DESCRIPTION

---

**POSITION:** Coordinator, Alumni Affairs  
**DEPARTMENT:** AFI Conservatory  
**LOCATION:** Los Angeles Campus

---

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 Coordinator, Alumni Affairs is responsible for all administrative matters in the Office of Alumni Affairs, and provides project management support in developing systems, new programs, and operations of the newly established Larry Herbert Alumni Center (LHAC). As the LHAC continues to develop programs and necessary systems for optimal efficiency, this person will be responsible for research and data gathering to assist both the Alumni Manager and Sr Manager, Career Services.

### **PRINCIPAL DUTIES:**

1. Provide all core administrative functions to the Office of Alumni Affairs, which includes basic and project management functions.
2. Responsible for maintaining the Alumni Affairs office email account and voicemail, prioritizing alumni requests, and career service inquiries.
3. Coordinate the booking of the Alumni Center, which includes managing the scheduling calendar, and providing reporting on the use of the space via the department usage tracker.
4. Execute manual crosscheck of alumni names, credits, nominations, and festival participation for the Office of the President, Marcom, FEST, or other constituents with high accuracy and attention to detail.
5. Oversee the administration of operations tools such as: alumni Salesforce database, WatchAFI.com, industry relations contacts, etc. and recommend usage for specific requests as needed.
6. Perform regular Salesforce database updates after each round of credit sourcing, and support the regular update of alumni and industry contacts for both Alumni Manager and Bridge to the Future program.
7. Assist the Bridge to the Future program Manager with career program, events, and special initiatives.

8. Support the Alumni Manager on event logistics, including, but not limited to guest list management, procuring supplies, fielding calls and other communication, and accurate record keeping for budgets and accounting.
9. Manage and keep convenient record of all finance forms and submissions generated on behalf of the Lawrence Herbert Alumni Center, including the general alumni program and the Bridge to the Future program.
10. Provides support to the Alumni Manager in identifying alumni constituents to further develop in specialized relationships for Alumni Council, Bridge to the Future, Advancement, or other identified area of engagement.
11. Support the Bridge to the Future program with the daily operations of the AFI Alumni Backlot resource, utilizing this resource for keeping records up to date, and sharing information on behalf of the LHAC
12. Provide necessary alumni research for the Alumni Connection, Board reports, and festival/award season updates.
13. Manage all incoming inquiries for alumni credit sourcing and statistical data reporting from on campus partners with accuracy and urgency, when required.
14. Aid in collection of relevant alumni news and updates with the Alumni Connection team for monthly newsletter production.
15. Act as point of contact for inter-departmental collaborations on projects, particularly those that require alumni records, information, or use of the LHAC.
16. Provide stellar customer service to all incoming guests of the LHAC, both virtually and in-person.
17. Provide general support to AFI Conservatory Administration, as needed.
18. Perform other duties and responsibilities as assigned.

**EXPERIENCE/SKILLS REQUIRED:**

- Bachelor's Degree required. Masters' degree preferred.
- Minimum five years experience as an Administrative Assistant or Project Coordinator, performing a broad spectrum of core office functions .
- Ability to perform research using a variety of tools and report findings in a organized and detailed manner.
- 3-5 years minimum experience managing database management software. CRM experience required. Knowledge of Salesforce preferred.
- Experience in an alumni relations office or program strongly preferred.
- Demonstrated knowledge and experience in the film and television community is desired.
- Ability to make cold calls, diligently follow up on requests with potential event or programming partners strongly preferred.
- Possess advanced computer skills and a thorough working knowledge of Microsoft Excel, Word, and PowerPoint for both Mac and PC platforms; experience using database management software or programs highly desirable.
- 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.

- Ability to work independently while being an integral member of a high-functioning team.
- Proven project management skills with the ability to take a project from conception through completion.
- Excellent oral and written communication skills with the ability to convey complex concepts and procedures in simple terms.
- Strong time management, organizational and multi-tasking skills.
- Strong diplomacy skills and consistent professionalism are mandatory; this includes ability to maintain complete confidentiality and discretion.
- Possess a positive and professional attitude with internal and external stakeholders.
- Ability to work calmly under pressure.
- Personal integrity and the ability to inspire confidence and trust.

Salary: \$28.85 to \$31.25 per hour