

AMERICAN FILM INSTITUTE JOB DESCRIPTION

POSITION: Manager, Advancement Operations
DEPARTMENT: Advancement
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 Manager, Advancement Operations is responsible for providing a broad range of strategic fundraising project management support for Advancement initiatives, including but not limited to fundraising campaigns and special project fundraising. The Manager, Advancement Operations will also develop processes and practices, build internal systems, and coordinate the efforts of the departments within the Advancement Office, ensuring effective collaboration and alignment of efforts. The Manager, Advancement Operations leads a team of three Advancement staff, including: Data Analyst, Advancement Systems Assistant and Advancement Associate.

PRINCIPAL DUTIES:

- Oversee gift processing and acceptance policies and coordinate gift agreements.
- Oversee departmental expenditures and budget reconciliation with Finance team.
- Maintain donor database with routine data entry, reports and queries, wealth screenings, and prospect data analysis.
- Monitor donor stipulations and stewardship of existing gifts - including donor acknowledgement, gift tracking and other engagements between donor and recipient.
- Work closely with the Advancement team members in developing and implementing strategies for special AFI initiatives that require a concentrated fundraising effort beyond the annual fund.
- Assist with project management and coordination of fundraising efforts, including capital, endowment, and other fundraising campaigns.
- Manages Advancement Operations department in a supportive and professional manner providing guidance, constructive input, and positive feedback.
- Research and provide comprehensive and accurate prospect reports and briefings to senior management involved in cultivation, solicitation of high-level donors - including both factual information and strategy recommendations.

- Participate in major gifts strategy sessions and use Tessitura database to manage campaign activity, prospect tracking and moves management.
- Provide assistance to the Institutional Giving Officer with compiling internal documents to support proposals and foundation reports.
- Support the effective operations of the Advancement office and actively participate in AFI events and initiatives as needed.
- Perform other duties and responsibilities as assigned.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's degree required.
- Minimum two (2) years of fundraising experience in entertainment and/or higher education. Campaign experience and knowledge of scholarship programming a plus.
- Proven project management skills with the ability to take a project from conception through completion, including excellent organizational, administrative and research skills.
- Excellent computer and database management skills.
- Advanced Excel skills required.
- Experience with Tessitura database a plus.
- Strong time management and multi-tasking skills coupled with the ability to work independently and with minimal supervision.
- Excellent oral and written communication, including strong grammatical and proofreading abilities.
- Ability to problem solve and negotiate with tact and diplomacy.
- Ability to establish and maintain rapport donors, volunteers and staff in the academic and professional environment.
- Exceptionally detail-oriented and highly organized, with the proven ability to handle numerous tasks with appropriate follow-up and reporting activities while not losing sight of the big picture.
- Personal integrity and the ability to inspire confidence and trust.
- Genuine interest in film and support of AFI's mission with natural ability to articulate this mission and role to others.
- Knowledge and/or experience in film and television community is preferred.

Salary range: \$75,500.00-\$77,000.00