

**AMERICAN FILM INSTITUTE
JOB DESCRIPTION**

POSITION: Director, Corporate Relations
DEPARTMENT: Advancement
LOCATION: Los Angeles Campus

PRINCIPAL RESPONSIBILITIES:

The Director, Corporate Relations is responsible for overseeing all aspects of corporate sponsorships in support of AFI's fundraising and revenue goals.

PRINCIPAL DUTIES:

- Collaborate with the Sr. Director of Advancement to develop an annual plan for institutional sponsorship geared towards annual revenue goals.
- Establishes and meets annual goals, which are set in conjunction with the Sr. Director of Advancement.
- Manage an active pipeline of corporate prospects through identification, cultivation, solicitation and stewardship.
- Create and present formal presentations to senior managers/directors at corporation and agencies about using AFI sponsorships to enhance corporate goals.
- Present sponsorship strategies to prospects and follow up regularly.
- Strategically identifies new business opportunities
- Contacts prospects by telephone, letter, email and networking events; makes cold calls as necessary
- Manage and monitor the preparation of all reports and other servicing activities on all corporate sponsorship awards.
- Collaborate with internal departments to ensure the effective stewardship and servicing of sponsors.
- Manage one direct report, Corporate Relations Coordinator.
- Perform other duties as assigned in support of AFI goals and mission.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's degree required.
- Minimum 4 years in professional fundraising or client services position, preferably with experience in sponsorships.
- Corporate strategy and/or business development experience a plus with knowledge of non-profit organizations, specifically in film and/or arts.
- Demonstrated success in identification, cultivation, solicitation, and stewardship of six and seven-figure corporate sponsorships.
- Strong understanding of non-profit accounting standards for preparation of financial reports and

programmatic budgets for funders.

- Excellent management, organizational skills 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 with the ability to negotiate with tact and diplomacy.
- Strong computer aptitude; skill in Microsoft Word, Excel, Canva and KeyNote; 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 film and the arts, understands and supports AFI's mission with natural ability to articulate this mission and role to others.
- An innate ability to inspire those working with him/her toward accomplishing common objectives and goals.
- Personal integrity and the ability to inspire confidence and trust.
- Periodic travel for solicitation and event management required.

Salary: \$95,000- \$115,000