

AMERICAN FILM INSTITUTE JOB DESCRIPTION

POSITION: Scholarship Giving Officer
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 Scholarship Giving Officer will oversee the fundraising and project management of scholarships, which includes grant writing, planning, organizing, leading, processing, and reporting on scholarship programs. Reporting to the Senior Director of Advancement, the Scholarship Giving Officer will continuously seek to improve the scholarship program by identifying opportunities for growth to ensure that the scholarship program is effectively implemented, sustainable and meets AFI Conservatory fellows' needs.

PRINCIPAL DUTIES:

- Support the Scholarships Leadership Team, including the Dean and Discipline Heads, with day-to-day scholarship administrations.
- Work with the Vice Dean of Administration and the conservatory scholarship committee to keep current lists of who is receiving scholarship funding.
- Design and execute strategic plans for launching scholarships, manage timelines, and track status of project deliverables.
- Draft scholarship grant proposals and supporting documents based on the funding requirements.
- Submit scholarship proposals to existing and new prospective scholarship donors.
- Respond to internal and external queries on drafted and submitted proposals.
- Maintain positive relationships with scholarship donors and other stakeholders.
- Maintain records and submit reports related to scholarship grant opportunities.
- Design scholarship donor and prospective donor engagement plan, proactively seeking to build scholarship funding.
- Monitor scholarships which includes evaluations, collecting and analyzing data, documenting results, and identifying and discussing implications.

- Provide and apply strategic-thinking, creativity, and hands-on approaches to successfully execute on high impact ideas.
- Create and maintain ideates on scholarship opportunities to remain within contractual bounds while also ensuring the relevancy of the scholarship for the most beneficial and impactful experience and outcome for students.
- Participate in special events and projects across other AFI programs and divisions.
- Perform other duties and responsibilities as assigned.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's degree preferred.
- 3-5 years of experience in higher education, with a background in project management and fundraising/grant writing.
- Advanced computer skills and technology experience, including with Microsoft Office Suite with high competency in Excel.
- Excellent communication skills that demonstrate a high level of professionalism.
- Ability to work independently and as a team member.
- Strong organizational and analytical skills, with attention to detail and ability to multitask effectively.
- Commitment to working and participating in an organization dedicated to ensuring a diverse, equitable, and inclusive work environment and interest in building upon that culture.
- Strong customer service with demonstrated ability to build and steward relationships with people from diverse backgrounds.
- Experience working in a fast paced, entrepreneurial, non-profit setting is preferred.

Salary Range: \$76,000.00 – \$82,000.00