

## AMERICAN FILM INSTITUTE JOB DESCRIPTION

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**POSITION:** Coordinator, National Advancement  
**DEPARTMENT:** Advancement  
**LOCATION:** Los Angeles Campus

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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, National Advancement is responsible for a high level of multi-tasking across all core administrative functions as well as prospect research, event coordination, fundraising proposal and presentation support and special projects. This position reports to the Director, National Advancement and supports fundraising efforts across the advancement office.

### **PRINCIPAL DUTIES:**

- Work with the Director, National Advancement to manage donor projects involving individual giving including: AFI's National Council, AFI's Alumni and mid-major donor prospects to ensure priority projects are completed in a timely manner and a high-quality level.
- Schedule donor meetings and coordinate follow-up for the Director, National Advancement and other Advancement team members as requested.
- Manage administrative functions including expense reporting, ordering and maintaining supplies, subscriptions and department files.
- Manage special projects and events as assigned by the Director, National Advancement, including the development of solicitation materials, follow-up, events, donor recognition and benefit fulfillment.
- Develop detailed research briefings on prospective and current donors utilizing on-line databases, existing files and other research tools.
- Coordinate pledge reminders, donor invoices, gift transmittals and acknowledgements for donor contributions.
- Assist AFI National Council and other donors with requests for special assistance.
- Work with colleagues in the Advancement department to maintain Tessitura database; promote best practices, including list management and support functions.
- Periodic special event work, supporting National Council and other donors.
- Assist at various AFI special events as needed, including Individual Giving events, AFI FEST, AFI Life Achievement Award and summits of the AFI National Council.

- Perform other duties as assigned.

**EXPERIENCE/SKILLS REQUIRED:**

- Bachelor's Degree required.
- Two years administrative/executive assistant experience preferred.
- Advancement, special events or other fundraising experience preferred.
- Exceptional project management skills, including accuracy and attention to detail.
- Excellent oral and written communication skills, including strong grammatical and proofreading abilities.
- Strong diplomacy skills and consistent professionalism are mandatory; this includes the ability to maintain complete confidentiality and discretion at all times.
- Highest level of proficiency related to all core administrative functions, including computer proficiency with expertise in Microsoft Word, Excel and Canva, experience with donor database management and on-line research databases.
- High proficiency working with the Tessitura database is essential.
- Strong self-motivation and self-initiative; ability to take direction as well as work independently on multiple projects.
- Proven ability to handle numerous details with appropriate follow up and reporting activities.
- Ability to establish and maintain rapport with staff, faculty, high-level donors, patrons and guests in a professional environment.
- Personal integrity and the ability to inspire confidence and trust.
- Experience or knowledge of film preferred.

Salary: \$72,500 - \$75,000