

AMERICAN FILM INSTITUTE

JOB DESCRIPTION

POSITION: Manager, Inclusion & Fellow Engagement
DEPARTMENT: Office of Fellow Affairs
LOCATION: Los Angeles, CA – In-person

PRINCIPAL RESPONSIBILITIES:

The Manager, Inclusion & Fellow Engagement supports the success, engagement, and overall experience of AFI Conservatory Fellows through individualized support, community-building initiatives, inclusive programming, and professional development opportunities.

The Manager works collaboratively across Conservatory to foster an inclusive, accessible and welcoming learning environment where all Fellows have opportunities to thrive. Through the development of programs, resources, and engagement strategies, the Manager helps strengthen a culture of belonging, address barriers to Fellow success, and promotes practices that are student-centered, equity-informed, growth-oriented, culturally responsive, and empathetic.

As a member of the Office of Fellow Affairs, the Manager serves as a resource and advocate for Fellows, helping connect them with appropriate institutional resources, supporting their academic and professional development, and contributing to initiative that enhance the overall Fellow experience and sense of community at AFI.

PRINCIPAL DUTIES:

- Provide program management for the department's Fellow engagement, inclusion, and belong initiatives, including Equity and Inclusion Programs, Industry Prep Initiatives, Fellow Engagement Programs, and Fellow Basic Needs Programs.
- Partner with Conservatory leadership, key stakeholders, and subject matter experts to identify Fellow learning, engagement, and development needs and proactively develop programming and resources that address those needs.
- Develop, implement, and manage inclusion and engagement programming for Fellows, from initial concept and launch through ongoing administration, evaluation, and continuous improvement.
- Coordinate meeting, events, workshops, and other activities associated with departmental initiatives, including scheduling, logistics, meeting minutes, post-event reports, and communication of outcomes and updates to relevant stakeholders.
- Establish, maintain, and continuously improve program management systems and processes to support efficient operations, centralized documentation, recordkeeping, filing and archiving.
- Develop and maintain a comprehensive programming calendar and ensure departmental programs, events, and initiatives are incorporated in the Office of Fellow Affairs (OFA) Master Calendar.

- Identify, develop, and pilot new programs, initiatives, and special projects aligned with Fellow engagement, development, inclusion, and belonging priorities.
- In collaboration with the OFA supervisor, coordinate marketing and communications for departmental programs and initiatives, including social media content, promotional assets, and program-related communications and mailings.
- Develop and maintain department databases and tracking systems to support Fellow needs, programs and events, and industry contacts. Assist with research initiatives, data collection and management, data enrichment, reporting, analysis, and special projects.
- Support the OFA supervisor in establishing and maintaining departmental financial systems and processes, including preparing and monitoring budgets, processing purchase orders, check requests, and reimbursements, and tracking and reconciling monthly expenditures to ensure accurate and timely financial reporting.
- Participate in the development of the OFA department's five-year strategic plan, including establishing evaluation methods, performance metrics, and metrics of success,
- Support and participate in the planning, coordination, and execution of New Fellow Orientation.
- Manage program evaluations, surveys, and other assessment tools to measure program effectiveness, participant engagement, and outcomes; analyze feedback and identify opportunities for continuous improvement.
- Manage and facilitate communications, deliverables, and coordination between OFA partner organizations and internal and external stakeholders; develop and maintains professional relationships with external constituencies in support of OFA programs and strategic priorities.
- Assist the OFA supervisor with strategic partnership research and prospecting, proposal development, and stewardship activities. Maintain partner and prospect intelligence and databases, and coordinate invitations, cultivation activities, acknowledgements, thank you notes and gifts, and other relationships-building efforts to ensure timely and effective follow-through.
- Perform other duties and responsibilities as assigned.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's degree required; Master's degree in Higher Education, Student Affairs, Education, or a related field preferred.
- Minimum of three (3) years of experience in program management within a higher education environment.
- Minimum of three (3) years of experience developing, implementing, or supporting justice, equity, diversity, inclusion, access, and belonging initiatives and programming.
- Experience contributing to departmental strategic planning, including the development of long-term goals, evaluation framework, success metrics, and other measures used to assess program and departmental effectiveness.
- Knowledge of and familiarity with the filmmaking community, entertainment industry, or arts education environment preferred.
- Demonstrated program management skills, including the ability to develop, implement, assess, maintain, and continuously improve programs and initiatives.

- Excellent organizational, administrative, research, and project management skills, with exceptional attention to detail and the ability to manage multiple priorities, deadlines, and deliverables with appropriate follow-up and reporting.
- Ability to work independently and collaboratively in a fast-paced, results-oriented environment while contributing effectively as a member of a high-functioning team.
- Demonstrated ability to remain calm under pressure, exercise sound judgement, navigate challenging situations and personalities professionally, and maintain a high degree of diplomacy, confidentiality, discretion, and professionalism.
- Proactive and solutions-oriented, with a high level of initiative, energy, enthusiasm, personal integrity, accountability, and commitment to achieving departmental and institutional goals.
- Excellent verbal, written, and interpersonal communication skills, with the ability to communicate complex concepts, policies, and procedures clearly and effectively to a diverse audience.
- Demonstrated proficiency with program management tools and systems, including developing assessments, building and maintaining databases, utilizing scheduling software, and managing data, lists, and reporting processes.
- Advanced proficiency in Microsoft Office (PowerPoint, Word, Excel, Outlook) in a Macintosh environment, as well as experience with Microsoft Teams and Zoom, including hosting and facilitating large-group virtual sessions.

Salary Range: \$70K - \$74K