



jewish film institute

**Jewish Film Institute
Development Director**

ORGANIZATION PROFILE

The **Jewish Film Institute (JFI)** is the premier curatorial voice for Jewish film and media and a leading arts and culture organization in the Bay Area. As the presenter of the world-renowned San Francisco Jewish Film Festival – the world's first and largest Jewish film festival – JFI catalyzes and inspires communities in San Francisco and around the world to expand their understanding of Jewish life and culture through film, media, and dialogue. In addition to its signature summer Festival, the Jewish Film Institute presents year-round live events in the San Francisco Bay Area and a host of online content initiatives, including JFI On Demand and free Monthly Online Shorts. In addition to its exhibition services, JFI also supports filmmakers working with Jewish themes through its yearlong Filmmaker Residency program, Jerusalem Film Workshop and Festival Awards.

POSITION SUMMARY

The Development Director is responsible for the strategic and operational management of all fundraising efforts of JFI. As a member of the senior management team, working with the Executive Director and Board of Directors, the Development Director will work to sustain and grow JFI's base of support, while raising visibility locally and nationally and promoting our diverse programs.

Key assets are in place to support the Development Director's success. JFI has a talented and experienced management team, a new Strategic Plan, and an entrepreneurial and dynamic approach to achieving our goals. The rebranding of the organization as the Jewish Film Institute in 2015 as the umbrella organization for all our programs has enabled us to grow our resources for our diverse initiatives. We have a strong foundation of donors and an established membership program. We are seeking to grow our contributed income from our current level of \$1.2M to \$2M by capitalizing on our 40th Anniversary and growing our major gifts program.

The Development Director is a full-time exempt position. Peak periods and special events including the San Francisco Jewish Film Festival may require occasional evenings and weekends.

ESSENTIAL DUTIES and RESPONSIBILITIES:

Fundraising and Development

- Working closely with the Executive Director and Development Committee of the Board of Directors, develop, plan, and implement annual and long-term funding strategies to meet the operational and aspirational goals of JFI.
- Manage all activities of the development department including membership, individual giving, program sponsorship, foundation grants, corporate giving, and in-kind donations.
- Work with management team to understand funding needs, identify potential funders, and develop and manage materials for funding requests.
- Working with our strategic fundraising consultants, develop and implement an expanded major gifts program including researching, cultivating, soliciting and stewarding gifts at or above \$5,000 with the goal of reaching new donors while growing current base of support.
- Partner with the Executive Director to set priorities and leverage available resources to meet fundraising goals.
- Build effective relationships with the Board of Directors to foster a culture of philanthropy and engage with them to support all aspects of JFI's fundraising program.
- Coordinate with the COO all development processes including budgeting, receiving, and recording gifts.
- Oversee donor records management including donor processing and acknowledgement and maximize the use of systems to capture information, fulfill membership benefits, create useful reporting and effective data analysis. Manage compliance standards and accountability for donors and funding sources.
- Supervise the Development Coordinator.

Communications

- Collaborate and coordinate with the Communications Manager to develop and implement communications, marketing, and public relations strategies that support and enhance our programmatic impact and fundraising goals
- Represent JFI in the community and clearly articulate JFI's mission and impact.

REQUIRED EXPERIENCE and ATTRIBUTES:

- Demonstrated success in achieving fundraising goals of a similar sized non-profit organization, preferably in the arts, through individual giving, foundation grant support, and corporate support.
- Demonstrated success in identifying, cultivating, and soliciting individual major gifts (\$5,000 and over).
- Strategic and analytical thinker with the ability to translate data into useful information; flexibility and solution oriented.

- Excellent communication skills; articulate, with proven ability to write effectively and speak in persuasive, clear, and concise way.
- Goal-oriented campaign strategist who can create and execute a multi-faceted vision and plan for increased financial resource development results.
- Outstanding interpersonal skills and demonstrated ability to build trust and rapport with a range of stakeholders including Board Members, funders and donors, patrons, and staff.
- Fanatical about integrity, discretion, customer service, and accountability.
- Team leader and builder; ability to work collaboratively to reach organizational goals.
- Passionate about the mission of JFI and interest in film or the arts and its power to change.
- Knowledge of and experience with the Bay Area Jewish philanthropic and Arts philanthropic community preferred; knowledge of local and federal laws and regulations that affect charitable giving.
- Management and supervisory experience preferred.
- Bachelor's degree.

JFI is an equal opportunity employer. Applicants for paid and volunteer positions, and employees seeking advancement, are considered on the basis of their qualifications, and without regard to race, color, national origin or ancestry, religion, age, sex, perceived gender, sexual orientation, marital or veteran status, HIV status or medical condition, mental or physical disability, or any other characteristic made unlawful by federal, state or local laws.