



**38th San Francisco Jewish Film Festival (July 19 – August 5, 2018)**  
**Development and Fundraising Internship**

**Title:** Development Intern

**Reports to:** Development Director and Development Coordinator

**Compensation:** This is an unpaid internship but we can offer units of academic credit.

**Status:** Temporary/Seasonal/Part-time

**Timeframe:** May 1 – August 7, 2018 (Dates are flexible depending on candidate's availability)

**Location:** San Francisco, California

The Jewish Film Institute is seeking interns with a passion in film, event planning, arts & culture, community building, and nonprofit arts management to assist in the fields of **database management, fundraising, event planning, and communications** for the 38th annual San Francisco Jewish Film Festival (July 19 – August 5, 2018).

**ORGANIZATION PROFILE**

The **San Francisco Jewish Film Festival (SFJFF)**, presented by the Jewish Film Institute, is the largest and longest-running festival of its kind and a leader in the curation and presentation of new film and media exploring the complexities of Jewish life around the world. Presenting more than 65 films and 135 individual screenings, performances and events in five Bay Area cities (San Francisco, Palo Alto, San Rafael, Oakland, Berkeley), SFJFF attracts more than 40,000 filmgoers and industry professionals to its 18-day program.

The **Jewish Film Institute** is the premier curatorial voice for Jewish film and media and a leading arts and culture organization in the Bay Area. Built on the foundation of the world-renowned San Francisco Jewish Film Festival – the world's first and largest Jewish film festival – the Jewish Film Institute 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, the pay-per-view streaming service that makes a portion of films from its archive available to watch online.

**POSITION SUMMARY**

Interns interested in database management, member relations, outreach and communications, or grants research and writing, are encouraged to apply, but will also work across disciplines, also gaining experience in festival operations, production, and marketing. JFI & SFJFF internships are wonderful positions for both those with prior experience in the field of film, event planning, communications, media, and as well as those seeking to gain new experience.



jewish film institute  
presenter of the  
san francisco jewish film festival

## RESPONSIBILITIES

### Development Database and Donor Tracking:

- Assist in maintaining and updating the donor database, assuring that Development remains current with processing and acknowledging all gifts
- Help identify new funding sources through grants research, writing letters of inquiry and outreach calls for Foundation and sponsor support as needed.

### Membership Coordination:

- Work with Development Department to manage and track donor benefits fulfillment for the festival; respond in a timely fashion to member inquiries
- Work with Festival box office company to fulfill member benefits.

### Festival and Special Events:

- Assist with the planning and coordination of special events, including invitations, guest lists, on-site logistics related to event registration and specific Festival benefits management as needed.
- Other duties as required.

## QUALIFICATIONS

- Strong writing and communication skills
- Flexible work schedule
- Details-oriented, accurate, and a team player
- Excellent interpersonal, organizational, and research skills
- Works well independently in a small office environment as well as in public arenas
- Desire to learn about media arts organizing
- Handle confidential information with discretion.
- Previous experience with Donor Perfect (or similar database), Excel, Word
- Photoshop, InDesign or other graphic design program a plus.

## TO APPLY

Please send cover letter and resume by April 15th to:

Jewish Film Institute  
Development Internship  
145 9<sup>th</sup> Street, Suite 200  
San Francisco, CA 94103

Or via email to: [opportunities@jfi.org](mailto:opportunities@jfi.org)  
Subject: Development Internship

*No phone calls, please.*



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*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.*