



CHICAGO INTERNATIONAL FILM FESTIVAL JOB DESCRIPTION

POSITION: Development Manager
DEPARTMENT: Development
Full-Time, Salaried (40 hours/week)
Salary range: \$50,000-\$55,000
Reports to: Managing Director
In office: 3 days/week
Start date: June 2022

Organizational Background

Cinema/Chicago, the non-profit 501(c)3 presenting organization of the Chicago International Film Festival, enriches the community through year-round programming devoted to international and independent cinema. We strengthen communication and inspire empathy among people of diverse cultures through artistic, educational, and creative development programs that promote discovery and discussion and inspire new visions of our shared future.

The Chicago International Film Festival, now in its 58th year, is the longest running international film festival in North America. The Festival was founded in 1964 to provide an alternative to the commercial Hollywood movies that dominated the city's theaters and for almost six decades has been dedicated to bringing the best in international and independent films to Chicago.

Philosophy / Organization Values

Cinema/Chicago believes in creating connection and empowering community through transformative cinematic storytelling and has **four core values: Dedicated:**

We provide a shared cultural experience of the highest quality, pledging to excite, provoke, enrich, and entertain our audiences; **Respectful:** We honor the dignity of every human by embracing a wide variety of identities and perspectives in the films we showcase, the work we do, and the ways we collaborate, **Adventurous:** We are curious, facilitating encounters with a broad range of ideas and cultures, inspiring the exploration of new horizons in cinema; **Accessible:** We believe in a shared celebration of cinema, eliminating barriers to participation and inviting everyone into a transformative, communal experience.

Position Summary

The Development Manager is responsible for overseeing all aspects of Major and Individual Giving, Government and Foundation Grants, and Membership Programs for Cinema/Chicago, the presenting organization of the Chicago International Film Festival. The Development Manager will be responsible for supporting the Managing Director in the creation and implementation of the organization's development strategy to build a diverse and sustainable revenue base.

Specifically, the Development Manager will be responsible for building out and overseeing Cinema/Chicago's donor database including research and implementation of CRM; designing development strategies for individual donors and prospects; managing a portfolio of donors; managing Membership program and benefits; overseeing grants including research, grant management, and writing; and working closely with the leadership team on the annual gala and other fundraising events.

The Development Manager will work closely with the Cinema/Chicago staff and Board members and will also manage seasonal, contract, and part-time Development support as needed.

Primary Duties: Individual Donor Management and Strategy (30%)

- In partnership with Managing Director and Fundraising Consultant, create annual fundraising plans, strategies, and benchmarks
- Implement long-term strategic plan for donor program
- Expand and oversee Cinema Circle, Cinema/Chicago's Major Giving Program, from one-time to multi-year gifts
- Assist in the development of a new Planned Giving program
- Research current and prospective donors and board members and support the Managing Director in creating donor-centric stewardship plans
- Work closely with Board to develop and implement programs for individual donor events and donor cultivation
- Serve as Staff Liaison with Board Development Committee
- Oversee the annual appeal process
- Support Managing Director in board management and logistics
- In partnership with the Marketing Director and other staff members, create, compile and send communications including event save the dates, invitations, tax acknowledgement letters, and the annual report
- Ensure timely recognition of all donations and create strategies for recognition based on gift sizes
- Attend events to develop a network of donor prospects

Primary Duties: Membership Program Management and Strategy (30%)

- Oversee and develop strategy for Membership Program
- Solicit, cultivate, and manage new and current members
- Coordinate monthly member screenings
- Coordinate extra member events throughout the year (TBD)

Primary Duties: Government and Foundation Management and Strategy (30%)

- Manage grant applications and fulfillment, including acknowledgement and reporting
- Research and apply for new grant opportunities
- Cultivate and maintain relationships with current and prospective grantors
- Prepare grant proposals
- Keep updated grant calendar
- Work closely with other staff members to complete grant applications and reports

Primary Duties: Database Management (10%)

- Research, implement and oversee database
- Maintain and update database with new donations and track touchpoints and communication with donors
- Work with Managing Director for monthly reporting
- Manage leadership regarding key development outreach, tasks, and follow-up

QUALIFICATIONS

- 3+ years of fundraising experience, with demonstrated grant writing proficiency, in a non-profit arts field
- Possesses exceptional written and verbal communication skills
- Possesses creative thinking and problem solving skills
- Has strong organizational skills and is detail oriented
- Has the ability to work effectively with multiple individuals and manage several projects simultaneously
- Has strong interpersonal skills and able to build relationships and communicate with a diverse range of stakeholders
- Strong knowledge of Microsoft Office and Google Suite, including advanced knowledge of Excel, and all social media platforms (Facebook, Twitter, Constant Contact, etc.), and at least one database or CRM

Applicants should send a cover letter and resume to Vivian Teng, Managing Director, at jobs@chicagofilmfestival.com. No calls please. Qualified candidates will be contacted for an interview.

Cinema/Chicago and the Chicago International Film Festival is an equal opportunity employer. At Cinema/Chicago, we value all employees and job candidates as unique individuals, and we welcome the variety of experiences they bring to our organization. As such, we have a strict non-discrimination policy. We believe everyone should be treated equally regardless of race, sex, gender identification, sexual orientation, national origin, native language, religion, age, disability, marital status, citizenship, or any other characteristic protected by law.

If you are a person with a disability and require accommodation and/or assistance during the application process, please contact us in advance at jobs@chicagofilmfestival.com or 312-683-0121 x115. We strive to provide reasonable accommodations whenever requested.