
DIRECTOR OF INDIVIDUAL GIVING

SIFF's mission is to create experiences that bring people together to discover extraordinary films from around the world. It is through the art of cinema that we foster a community that is more informed, aware, and alive.

POSITION SUMMARY

The Director of Individual Giving is responsible for SIFF supporter growth initiatives and is charged with generating and executing a strategy that builds support across all areas of individual giving. These areas include donor relations, the Annual Fund, SIFF Memberships. The Director oversees all facets of gift processing, gift acknowledgement, direct mail, supporter/donor analysis, marketing and communication strategies, and special events.

CLASSIFICATION

Regular Exempt

REPORTING STRUCTURE

Reports to the Managing Director

Supervises Special Events Manager, Membership Coordinator, Development Coordinator, Festival Platinum Plus Concierge, and Individual Giving Intern

PRIMARY DUTIES AND RESPONSIBILITIES

- Fundraising
 - Create, maintain, and manage an annual individual giving strategic plan to successfully meet budgeted annual goals.
 - Create and manage annual budget for individual giving and fundraising events.
 - Identify and create new individual fundraising programs.
 - Supervise Special Events Manager to coordinate key stewardship and cultivation events.
 - Create and manage major donor campaigns.
 - Manage donor base including recruitment and stewardship.
 - Work with the SIFF Artistic Director, Managing Director, and Board of Directors to optimize their roles in identifying, cultivating, and soliciting donors.
 - Strategize, create, manage, and execute fundraising events.
 - Generate regular reports for annual fund, prepare mailing lists, provide computer processing as necessary.

- SIFF Supporters
 - Manage SIFF supporter base including recruitment and retention.
 - Oversee fulfillment of existing SIFF membership and supporter program benefits.
 - Maintain personal contact and good relationships with SIFF supports, donors, administrators, volunteers, and constituents.
 - Assist with responding to all SIFF support inquiries.

- Database

- Provide regular updates for SIFF supporter publications, annual reports, and other donor acknowledgement collateral.
- Ensure the accurate and timely processing of gifts and gift acknowledgements.
- Develop and manage a prospect list; liaise with IS manager to provide accurate reporting systems, consistent processes, and procedures.
- Finance
 - Generate and oversee day-to-day management of SIFF supporter and fundraising departmental budget.
- Marketing and Communications
 - Coordinate initiatives with Marketing and Communications regarding individual giving and fundraising including supporter messaging, website updates, upgrade campaigns, member appeals, and collateral materials.
 - Implement supporter/donor communications including annual fund renewal notices, gift acknowledgement and stewardship mailings. Responsible for writing and editing supporter/donor-related correspondence.
- Other duties as assigned

QUALIFICATIONS

- Bachelor's Degree required, Master's Degree preferred in arts management, non-profit development, or a relevant discipline
- A minimum five years experience in a similar management role, or in a role demonstrating increasing level of skills and responsibility, preferably in an arts organization
- Strong background and experience in client solicitation, follow up, and management through membership programs and/or fundraising experiences
- Demonstrated talent for managing a large portfolio of relationships in a timely manner
- At least three years experience with individual development including annual and capital campaign fundraising events
- Experience with planned giving and endowment campaigns
- Demonstrated superior leadership, management, and interpersonal skills
- Demonstrated ability to work with diverse, creative personalities
- Awareness and sensitivity toward various and diverse backgrounds
- Ability to work effectively independently and as part of a team
- Strong organizational skills including the ability to prioritize, problem-solve, and multitask
- Superior written and oral communication skills
- Strong demonstrated computer skills including MS Office, FileMaker Pro, and fundraising software proficiency

TO APPLY

Email cover letter, resume, and brief writing sample (not to exceed two pages) to siffjobs@siff.net with the subject line "Director of Individual Giving." Position closes 5 pm, Friday October 31, 2014 with a start date as early as Monday, November 17, 2014.