

SIFF DEVELOPMENT INTERN Job Description

BASIC FUNCTION

The **Development Intern** is responsible for supporting the Community Relations Officer in the administrative aspects of the Development Department. The overall focus of the internship is to assist in ensuring a mutually satisfactory relationship between SIFF and sponsors, and to facilitate effective communication and cooperation as an intra- and inter-departmental liaison.

REPORTING RELATIONSHIP

- Reports to Community Relations Officer

PRIMARY DUTIES & RESPONSIBILITIES

- Research and identify prospective strategic and community partners
- Manage aspects of sponsor correspondence
- Prepare and send proposals to sponsorship prospects
- Enter and validate sponsor contact information
- Draft, record, and track sponsorship contracts
- Monitor and track sponsorship fulfillment
- Create custom reports as requested
- Coordinate and assemble sponsor ticket packets
- Coordinate and assemble sponsor thank you packets

QUALIFICATIONS

- Strong interpersonal and relationship-building skills
- Excellent written and verbal communication skills
- Self-motivation and able to work effectively both independently and with a team
- Superior organizational skills, extreme attention to detail, able to prioritize and to multitask
- Strong interest in film or the arts, and fundraising, and a flexible attitude
- Strong computer software skills, especially Microsoft Word, Excel, PowerPoint and Filemaker or similar database management system; database development skills A PLUS
- A bachelor's degree or enrollment in a development/arts related academic program are preferred
- Be available for at least 20 hours a week for a minimum of three months; a commitment of at least six months is preferred

BENEFITS

- Great introduction to and experience in cultivation and relationship management, database management, and development support
- Opportunity to work behind the scenes and experience the largest international film festival in the country
- Flexible internship structure: opportunity for part-time or full-time, at least three months or up to one year commitment, and/or a tailored plan within the guidelines above to meet the requirements of your academic program
- Class credit fulfillment
- Valuable development work experience
- See great films!

REFERENCES

- References should speak to the applicant's sense of camaraderie, integrity, professionalism, responsibility, and flexibility