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EXECUTIVE DIRECTOR

ORGANIZATION

Founded in 1975, the Seattle International Film Festival (SIFF) curates and creates transformative experiences with its three core programs: the Seattle International Film Festival, SIFF Cinema, and SIFF Education. Recognized as one of the top film festivals in North America, the Seattle International Film Festival is the largest, most highly attended film festival in the United States, reaching more than 150,000 attendees annually. The 25-day festival is renowned for its wide-ranging and eclectic programming, presenting more than 450 features, short films, and documentaries from more than 90 countries. SIFF Cinema exhibits premiere theatrical engagements, repertory, classic, and revival film showings 365 days per year on five screens at three locations: SIFF Cinema Egyptian, SIFF Cinema Uptown, and the SIFF Film Center, reaching more than 175,000 attendees annually. SIFF Education offers educational programs for audiences of all ages at the SIFF Film Center and in the community throughout Seattle and surrounding cities. SIFF Education serves more than 13,000 students and youth in the community with free programs each year.

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 SIFF fosters a community that is more informed, aware, and alive. SIFF has a tradition of presenting wide-ranging and eclectic curatorial selections with major studio films alongside premiere independent and international titles. Numerous directors and actors of critical acclaim have attended the Seattle International Film Festival including Danny Boyle, Kathryn Bigelow, Michel Hazanavicius, Penelope Spheeris, Quentin Tarantino, Agnieszka Holland, Jeff Nichols, Francis Ford Coppola, Deepa Mehta, Ang Lee, Laura Dern, Anthony Hopkins, Berenice Bejo, Ewan McGregor, Edward Norton, Jessica Biel, Ben Kingsley, and Joan Allen amongst many others. Excellent programming, first-run films, and unique audience opportunities have all resulted in the Seattle International Film Festival being named one of the world's 50 "unmissable film festivals" by *Variety* and developing significant support from the local community with hundreds of long-term sponsors from corporations such as Alaska Airlines, Xfinity, Wells Fargo, and Seattle's own Starbucks.

With its three venues and five cinema screens running year-round, SIFF offers multiple niche festivals such as Cinema Italian Style and French Cinema Now, first-run films, and archival retrospectives, as well as programs for local independent filmmakers and young moviemakers. SIFF also hosts dozens of other film events from film festivals, (including the National Film Festival for Talented Youth, Seattle Lesbian and Gay, Jewish, Turkish, and Polish amongst others), to premieres of local filmmakers' work, to corporate and community events, making SIFF and its cinemas a vibrant home for film in the community.

Governed by an engaged 25-member board and supported by a deep and loyal pool of volunteers, SIFF operates with a \$4.75 million annual budget (2016) that is funded primarily by ticket sales (56 percent). SIFF also receives \$3 million in in-kind donations. Carl Spence is SIFF's longtime festival director and

chief curator. SIFF's top strategic and planning initiatives focus on continued development of its three core areas of programming: festival, cinema, and education.

COMMUNITY

Each year, millions of visitors are drawn to Seattle. Nestled at the base of the Cascade Mountain Range and overlooking the Pacific Ocean, Seattle delivers both exceptional natural beauty and contemporary urban living. Its walkable urban landscape encompasses both established and revitalized neighborhoods, the iconic Space Needle, a vast array of restaurants, and a vibrant network of venues for the arts.

Washington state, and specifically Seattle, places a high value on the arts given its role in the economy. A 2014 economic impact study by ArtsFund noted that \$2.4 billion in business activity was generated in the Washington economy due to spending by Central Puget Sound regional arts, cultural, and scientific organizations. Additionally, a 2014 *Business Insider* report lists Seattle as the number one cultural destination in the United States with 1,890 cultural destinations for its 650,000 residents (one for every 365 people in the city).

According to a 2015 Forbes.com report, Seattle is the nation's fifth fastest growing city in terms of population and economic growth. Seattle is not only home to technology, airplanes, and coffee, but also to Macklemore and Chihuly. Institutions in this community are setting trends with adventurous, progressive work. More than 60 percent of Seattle's residents participate in philanthropic giving and 32 percent volunteer their time, making community investment a significant factor in the quality of life.

POSITION SUMMARY

SIFF seeks an executive director to serve as the organization's chief executive charged with leading the development of SIFF's strategic plan, developing employee talent, maximizing contributed and earned revenue, increasing the organization's profile in the community, strengthening marketing and public relations, and showcasing the value and impact of SIFF in Seattle and beyond. Reporting to the board of directors, the executive director will be a strategic, visionary, and collaborative leader, guiding the organization in the achievement of its mission and serving as a leader in the Northwest arts community.

ROLES & RESPONSIBILITIES

The executive director will lead organizational growth and development, strategically guiding SIFF for future generations of film-lovers. Key responsibilities include the following:

Strategy and Governance

Advocate for SIFF's mission and vision, support sound governance practices, and ensure that board members are engaged and leveraging their unique backgrounds, skills, and experiences to help support SIFF's growth:

- Guide strategic plan development with the board and festival director and chief curator.
- Provide support to best utilize the talents and resources of the board; cultivate and recruit new members; educate, engage, and celebrate board members and their successes.
- Update the board regularly, apprising them of board matters requiring action.

Revenue Enhancement – Contributed & Earned

Direct all fundraising, giving campaigns, special initiatives, and membership drives and serve as SIFF's chief fundraiser:

- Determine tangible goals for both contributed and earned revenue, grow existing revenue, develop new revenue opportunities, and evaluate effectiveness of marketing and giving campaigns.

- Collaborate with the director of strategic partnerships and director of philanthropy to secure sponsorships; identify and pursue funding opportunities from government and foundations; cultivate and solicit individual donors for major gifts.
- Cultivate relationships with current donors and corporate partners and expand, broaden, and diversify the donor and membership bases.
- Meet financial and operational targets for earned revenue through sale, rentals, and other sources.
- Drive strategy for membership programs and for growing, retaining, and nurturing member loyalty.

Community Engagement

Represent SIFF as a community leader and ambassador:

- Communicate SIFF's mission and successes at public forums and in writing.
- Build and maintain relationships with donors, elected officials, community leaders, and arts and film leaders locally, nationally, and internationally.
- Identify strategic engagement opportunities to create exceptional volunteer experiences.
- Make contacts and build donor, audience, and community engagement by attending outside events and initiating SIFF events.

Leadership and Staff Development

Demonstrate a collaborative leadership style with a true connection to SIFF's staff, board, and community:

- Attract the best talent available for a world-class organization.
- Coach and mentor, empowering staff and developing staff leaders.
- Create and encourage cross-functional collaboration opportunities within the staff.

Operations and Technology

Ensure that SIFF can thrive in the art house theater marketplace, providing a topnotch cinema experience for all visitors:

- Oversee, update, and maintain technology and business systems and use technology for efficient organizational operation.
- Ensure that SIFF meets financial and operational targets associated with ticket and concession sales, rentals, and other revenue opportunities.
- Invest resources in facilities, delivering optimum customer-focused experiences for all patrons.
- Direct operations and logistics, including theater back and front of house, and all facilities.

Administration and Financial Management

Provide financial oversight and management, ensuring that SIFF's business practices are solid:

- Develop and manage annual budgets and resources with the SIFF leadership teams.
- Maintain internal controls, safeguarding compliance with federal, state, and local regulations.

TRAITS & CHARACTERISTICS

The executive director will be a decisive, tenacious, forward-thinking, and optimistic leader committed to achieving objectives regardless of shifts in direction, priorities, and/or schedules and to maintaining productivity during transitions, even in the midst of chaos. With a track record of seeing solutions in unexpected opportunities, this individual will possess the ability to forecast long-range outcomes and develop suitable business strategies. Comfortable with delegating appropriate levels of responsibility and authority to staff, the executive director will be equally adept at engendering trust, demonstrating integrity, and successfully interfacing with a wide range of people from diverse backgrounds.

The selected candidate will also readily draw upon the following proficiencies:

- **Aesthetic** – A sense of balance, capable of creative self-expression, and the ability to see the big picture while keeping an eye on the details.
- **Utilitarian/Economic** – An appreciation for practical accomplishments, results, and rewards for investments of time, resources, and energy; skilled at deftly managing financial controls and reporting policies and procedures, instituting accounting best practices, investments and property management, and anticipating financial challenges.
- **Theoretical** – Recognition of the benefit of knowledge, continuing education, intellectual growth, mentoring, and the practical application of analytical data to inform business decisions.
- **Self-Management and Personal Accountability** – Prioritizes and completes tasks necessary to meet or exceed the mutually agreed upon expectations of the role while being accountable for personal and professional actions.

QUALIFICATIONS

Successful candidates will have seven to ten years of increasing management responsibility of similar scope and visibility to SIFF, preferably in the film industry or in the arts, entertainment, or hospitality sectors with a mix of nonprofit and for-profit experience. Candidates must also demonstrate quantifiable success in fundraising with a proven track record in donor stewardship or in business development in a for-profit organization and possess strong strategic planning, staff development, communications, public speaking, and financial management skills. The executive director will pursue personal connections, project confidence, use diplomacy, and enjoy attending community events on behalf of the organization to further the awareness of and appreciation for SIFF. An advanced degree in a relevant field is preferred.

COMPENSATION & BENEFITS

SIFF offers a competitive compensation package commensurate with experience and a comprehensive benefits package including paid time off and medical, dental, and vision insurance.

APPLICATIONS & INQUIRIES

Send letter and résumé (electronic submissions preferred) outlining demonstrable accomplishments and a verifiable track record of results to:

Ms. Rebekah Lambert, Vice President
 Arts Consulting Group, Inc.
 818 SW 3rd Avenue, Suite 236
 Portland, OR 97204-2405
 Tel: (888) 234.4236 Ext. 207
 Cell: (541) 913.9186
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SIFF is an equal opportunity employer. We seek to hire candidates that reflect the cultural diversity of our community. We believe every employee has the right to work in an environment free from unlawful discrimination as is consistent with our commitment to diversity, respect, and inclusion. Consistent with applicable federal, state and local laws, SIFF provides all employees and applicants with equal opportunity in all aspects of the employment relationship.