

INSTITUTIONAL PARTNERSHIPS COORDINATOR

Job Description

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.

OVERVIEW AND IMPACT:

The Institutional Partnerships Coordinator is responsible for supporting the partnerships/development department in all aspects of sponsorship tracking and fulfillment. Not only does the Institutional Partnerships Coordinator work closely with all members of the Partnerships team, they will also engage with all departments within SIFF to ensure timely and accurate fulfillment of sponsor/donor deliverables. The Institutional Partnerships Coordinator reports to the Director of Partnerships.

PRIMARY DUTIES & RESPONSIBILITIES:

Sponsorship team

- Assist account managers in drafting contracts, acquiring signatures, maintaining organization, recording/updating information in the database and invoicing for collections
- Oversee information in development database and ensure that it is entered consistently and accurately for tracking
- Provide reports for tracking contract execution, department income, receivable materials, deliverable fulfillment, ticketing and cash collections, and account reconciliations
- Maintain organization of department files on shared drive
- Maintain and/or create content on all sponsor-related webpages of the SIFF website
- Process all sponsor ticketing and prepare fulfillment packages
- Create on-screen materials as needed and oversee activation
- Manage all aspects of sponsor branding (i.e. ad and logo placements) in SIFF publications and marketing materials
- Manage scheduling, content and tracking for sponsor social media placements
- Manage department calendar and work with team to meet appropriate deadlines
- Serve as recorder at department meetings
- Serve as interdepartmental liaison for relaying sponsorship information to other departments

Team Support

- Enter sponsorship account information and history into database
- Generate acknowledgement letters, tax letters, and thank you notes
- Track all invoices and follow up on payment issues
- Provide fundraising campaign support as needed
- Provide event support as needed

Other duties as assigned

QUALIFICATIONS:

- Attention to detail and strong time management, organizational, and multi-tasking skills; able to set priorities, meet deadlines and work independently
- Ability to collaborate internally and externally, and cultivate strong relationships with a diversity of community partners, donors, and colleagues
- Excellent oral and written communication skills
- A positive and professional attitude with strong diplomacy skills and professionalism; this includes the ability to maintain confidentiality and discretion at all times
- Ability to work effectively on cross-functional teams in a shared office environment

Preferred Skills:

- Experience using Microsoft Office, specifically proficiency with Excel, Word, and PowerPoint
- Experience using Google Apps, specifically Drive, Docs, and Spreadsheets
- Familiarity with a comprehensive database (FileMaker) and point of sale interface (Luminate). Training provided as needed
- Experience with non-profit arts institutions, interest in film desirable

COMPENSATION:

- Hourly non-exempt, 40 hours/week with O/T, benefits and vacation package. Salary available upon request.

TO APPLY:

Email a letter of interest and resume to siffjobs@siff.net indicating **Institutional Partnerships Coordinator** in the subject line.

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.