
EXECUTIVE DIRECTOR Position Profile

SIFF believes in the power of film. By celebrating original stories, diverse perspectives, and rich emotional journeys, we grow understanding, action, and vibrancy in our communities. Beginning in 1976 with the annual Seattle International Film Festival, expanding into SIFF Education, and most recently operating our year-round five-screen SIFF Cinema, we provide 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.

ORGANIZATION OVERVIEW

Initially the organization was focused on its annual film festival, and for good reason. Our distinctly smart audiences allow us to take risks, host complex conversations, and truly appreciate film. Today, the Seattle International Film Festival is the largest and longest film festival in the United States with more than 140,000 attendees over 25 days.

SIFF has since grown to encompass much more than the festival, including the operation of three theatrical venues with five screens of year-round entertainment, and educational programs serving over 13,000 students annually.

Underpinning everything SIFF does is our ability to provide great experiences. Our amazing programming staff couples great films with showcase events, and we continue to re-evaluate what it means to be a “film” organization in a world where the consumption of visual media is constantly evolving. We also use our expertise to create educational programs for all ages to further both the production and appreciation of cinema.

In support of expanding these programs, we’ve been focused on the following key organizational priorities:

- Become first-class operators of our year-round owned and leased facilities. We must create long-term strategies for our programming footprint, facilities investment and maintenance, and partnerships with other venues as the needs of the Puget Sound market change and digital experiences grow in importance.
- Modernize our internal processes and technologies to improve our relationships with patrons, partners, and communities and increase scalability.
- Increase our contributed and earned revenues, and solidify the sustainability of SIFF through financial excellence and good governance.
- Develop new and existing audiences, and increase the value both members and non-members receive from the organization.
- Establish more meaningful connections with our communities, including growing external relationships based in equity.
- Continue to play a leadership role in our partnerships with elected officials, community leaders, Seattle Center officials, Key Arena redevelopment and operations, and other peer organizations throughout the region to ensure thriving arts programs are available to everyone.

POSITION OVERVIEW

To support the organization’s goals, SIFF seeks an Executive Director to lead our organization at one of the most exciting times in our history. We have been actively transforming from being primarily focused on a world-class festival to additionally providing year-round entertainment and education to the broader Puget Sound community. A successful candidate will serve as the public face of the organization, showcase the value and impact of SIFF, and help create a lasting legacy in the arts community of Seattle and beyond.

Reporting to the Board of Directors, the new Executive Director will lead a non-profit organization with a \$5M+ annual budget, a year-round staff of ~60 people, 90 seasonal staff, hundreds of

volunteers, and a 20+ person Board of Directors. Key responsibilities include:

Drive strategic planning and implementation with the Board, Artistic Director, and staff, ensuring plans and actions further SIFF's vision and mission.

- Provide strategic guidance to the programming and events teams, collaborating with the Artistic Director on experiences that leverage our programming expertise to develop audiences and cultivate donors.
- Engage the Board in strategic planning and update them regularly, ensuring status of current activities is understood, matters requiring action are addressed and Board members understand how they can help ensure success.
- Provide support to the Board, including cultivation and recruiting, direction on good governance practices, support in fundraising, and ongoing education and engagement.

Increase contributed and earned income, provide financial management, manage capital campaigns, and enhance the financial stability of the organization.

- Serve as SIFF's chief fundraiser, directing all fundraising, giving campaigns, capital campaigns, special initiatives, and membership drives.
- 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 to secure sponsorships; identify and pursue funding opportunities from government and foundations.
- Collaborate with the Director of Philanthropy to grow individual giving; cultivate and solicit individual donors for major gifts.
- Cultivate relationships with current and prospective individual donors and corporate partners and expand, broaden, and diversify the donor and membership bases.
- Drive strategy for membership programs and for increasing, retaining, and nurturing member loyalty.
- Engage the board in fundraising – both directly and through their networks – to increase the revenue potential of the organization.
- Evaluate and improve the effectiveness of marketing and giving programs.
- Define budgets and financial goals and meet or exceed targets. Provide monthly financial updates to the Board. Ensure external audits are conducted in a timely manner.
- Maintain internal controls, ensuring compliance with federal, state and local regulations.
- Oversee legal and insurance issues.

Oversee facilities operations and management, and guide technology investments.

- Ensure efficient operations and logistics, including theater back and front of house, and all facilities and festival operations.
- Lead ongoing maintenance and/or construction efforts on physical theaters; work with architects, contractors, and city officials as needed.
- Oversee, update, and maintain technology investments to support effective operations.
- Invest resources in facilities, delivering optimum customer-focused experiences for all patrons.

Represent SIFF with the broader community of patrons, peer organizations, elected officials, and educators.

- Build and maintain relationships with donors, elected officials, community leaders, Seattle Center officials and peers, Key Arena stakeholders, and arts and film leaders locally, nationally and internationally.
- Make contacts and build donor, audience, and community engagement by attending community events as a SIFF ambassador, including weekends and evenings.
- Assist SIFF's educators in reaching diverse communities through education.
- Showcase the value and impact of SIFF in Seattle and beyond.

Provide leadership and development of the year-round staff and volunteers in the organization.

- Attract the best talent available for a world-class diverse and inclusive organization.
- Coach and mentor, empower staff, and develop staff leaders.
- Create and encourage cross-functional collaboration opportunities within the staff.
- Encourage and nurture culture of passion, problem solving, optimism, collaboration and openness.
- Lead improvement and implementation of HR policies and practices throughout the organization.
- Provide strategic leadership for the Racial Equity and Social Justice Cohort to make tangible progress in initiatives targeted to patrons, staff and board.

IDEAL QUALIFICATIONS

- Seven or more years of management responsibility of similar scope and visibility to SIFF, preferably in the arts, entertainment, or hospitality sectors; nonprofit experience a plus.
- Demonstrated quantifiable success in fundraising with a proven track record in either donor stewardship or business development.
- Strong strategic planning, staff development, communications, public speaking, and financial management skills.
- Experience managing physical facilities and operations preferred.

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

TO APPLY

Send cover letter and résumé outlining demonstrable accomplishments, a verifiable track record of results, and salary expectations to EDsearch@siff.net. If electronic submission is unavailable, please send to: SIFF Film Center; 305 Harrison Street; Seattle, WA 98109.

SIFF is an equal opportunity employer. We seek to hire candidates that reflect the cultural diversity of our community. We welcome and encourage qualified candidates from all national, religious, racial and ethnic backgrounds, from all gender expressions and sexual identities, and from persons living with disabilities, to apply to become a part of our organization.