

AMERICAN FILM INSTITUTE/AFI SILVER THEATRE AND CULTURAL CENTER JOB DESCRIPTION

POSITION: Advancement Coordinator, AFI Silver Theatre and Cultural Center
DEPARTMENT: AFI Silver Theatre and Cultural Center
LOCATION: Silver Spring, MD

PRINCIPAL RESPONSIBILITIES:

Coordinate implementation of the fundraising and constituency building efforts of the AFI Silver Theatre. Works with the Senior Manager, Advancement and the AFI Silver staff and AFI Advancement department in Los Angeles to help ensure that annual program sponsorship and other Advancement goals are achieved. Assists in planning, organizing, and executing Advancement events, donor recognition and sponsorship fulfillment. Requires some evening and weekend work.

PRINCIPAL DUTIES:

- Support and initiate AFI Silver fundraising and sponsorship efforts, including solicitation campaigns, cultivation activities and benefits fulfillment;
- Prepare Development materials including Premiere and Corporate Circle membership correspondence, foundation grant applications and sponsorship proposals, plans and materials;
- Develop cash and in-kind sponsorship and benefits schedules for festivals and other programs;
- Identify, approach, secure and steward donors and sponsors for AFI Silver's programs, including assisting its SILVERDOCS Festival sponsorship effort;
- Prepare and coordinate fulfillment of sponsorship benefits and agreements, in coordination with other AFI Silver departments;
- Assist with AFI Silver Advisory Council meetings and correspondence with Council members;
- Coordinate Advancement meetings and assist in preparing meeting materials;
- Conduct research on viable individual, corporate and foundation prospects;
- In consultation with the Senior Manager, Advancement, and in coordination with the Marketing, Membership and Events Manager, plan, organize and implement Advancement special events;
- Assist in developing a communications strategy to help all of AFI Silver's fundraising, sponsorship, marketing and other ongoing efforts;
- Assist in developing and executing a comprehensive AFI Silver database effort;
- Compile and manage event invitation and other Advancement lists, and assist with developing and delivering printed and electronic invitations, and taking event responses;
- Work with Marketing Department and Senior Manager, Advancement to create and maintain regular e-mail updates and other communications including event announcements to members and prospective donors;
- Assist in ensuring accurate donor recognition, including seat plaques, annual reports, and other printed and on-screen recognition;

- Assist with the fulfillment of donor, sponsor, and Premiere and Corporate Circle membership benefits;
- Provide administrative support for Advancement correspondence, invoices and mailings;
- Provide revenue/expense reports for various Advancement projects. Track and review incoming revenue and utilize information in planning forward;
- Maintain supplies of Advancement, membership and information materials and prepare mailing materials;
- Other duties as assigned.

EXPERIENCE/SKILLS REQUIRED:

- Minimum two years experience of Development or Advancement experience; Bachelors degree preferred;
- Strong writing and grammatical skills;
- Proven ability to handle numerous details, with appropriate follow-up and reporting activities;
- Strong self-motivation and self-initiative; ability to take direction as well as work independently on multiple projects;
- Knowledge of sponsorship, grants writing and proposals desirable;
- Experience in planning, organizing and implementing special events;
- Familiarity with donor records systems, Raiser’s Edge is a plus;
- Superior database management and computer skills, with expertise in Word, Excel, Internet and Mac OS X;
- Demonstrated ability to work successfully and considerably under pressure with multiple responsibilities and tight deadlines;
- Must demonstrate a friendly and “customer service” attitude with vendors, fellow staff, donors, sponsors and event guests.

SUPERVISION:

The Advancement Coordinator reports to the Senior Manager, Advancement at the AFI Silver Theatre and Cultural Center and will collaborate closely with AFI National Advancement team and AFI Silver staff.

FULL-TIME	<u> X </u>	If full-time, number of months per year	<u> 12 </u>
REGULAR	<u> X </u>	If part-time, number of hours per week	<u> </u>
TEMPORARY	<u> </u>		
