

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

POSITION: Senior Manager, Development, and Sponsorship, AFI
DEPARTMENT: AFI Silver Theatre and Cultural Center and AFI Development Office
LOCATION: Silver Spring, MD

PRINCIPAL RESPONSIBILITIES:

This position jointly reports directly to the Director, AFI Silver Theatre and Cultural Center and the Chief Development Officer, AFI and will be responsible for:

- AFI Silver and AFI east coast-based Development and Sponsorship Activities: management (including personnel), planning and execution.
- Securing support for AFI Silver and AFI general operations, programs, and special events. This position is part of the team executing AFI's overall development and sponsorship strategy, and has lead responsibility for AFI Silver development and sponsorship activities and goals.
- Identifying, soliciting and securing donations, sponsorships and upper-level memberships from individuals, corporations and foundations for AFI Silver and AFI.
- Execution of all gift types—major gifts (corporate, foundation and general); annual fund (including Premiere & Corporate Circle memberships); sponsorships and project underwriting; naming opportunities and funds; in-kind support and, as directed, endowments and planned giving.

PRINCIPAL DUTIES:

- Devise AFI Silver and AFI fundraising strategies and projected returns and evaluation to optimize development and sponsorship efforts.
- Assist AFI Silver Director in recruiting, stewarding, and communicating with the AFI Silver Advisory Council.
- Serve as the AFI Silver senior gift officer.
- Supervise and/or execute cultivation, solicitation, closure and stewardship activities as appropriate for AFI Silver and AFI east coast prospects.
- Develop new funding opportunities and related proposals, applications, correspondence for AFI Silver and AFI east coast prospects.
- Manage AFI Silver Development and Sponsorship administrative functions, including budget formulation and monitoring, database activities and, in conjunction with the AFI grant writer, manage grant reports.
- Research and implement cultivation strategies for major gift with current and new individual, corporate and foundation prospects for AFI Silver and AFI.
- Work closely with AFI national development staff in Los Angeles to coordinate and clear sponsorship, membership, and other development activities for AFI Silver and AFI.
- Research and secure multi-year commitments.
- Build long-lasting relationships with donors.
- Oversee acknowledgement and fulfillment for donors and sponsors.

- Ensure donor and prospect data are being tracked and monitored appropriately.
- Supervise AFI Silver Sponsorship and Development Coordinator and other appropriate AFI Silver Development staff.

EXPERIENCE/SKILLS REQUIRED:

- Minimum of Bachelor’s degree.
- Minimum of five years hands on fundraising experience; some non-profit experience would be helpful, but not essential.
- Minimum two years of direct supervisory/management experience.
- Proven track record of successfully managing a comprehensive fundraising program targeting individuals, corporations and foundations.
- Proven capacity to raise significant gifting and sponsorship dollars, especially from foundations and corporations.
- Demonstrated knowledge of major gift solicitation techniques and execution.
- Ability to juggle a wide variety of development and sponsorship tasks; strong follow-through skills.
- Superb oral and written communication skills, including proposal writing and reporting.
- Demonstrated professional integrity, maturity and diplomacy.
- Strong general computer skills, including expertise with Word, Excel and PowerPoint.
- Commitment to the success of AFI Silver and AFI.

SUPERVISION:

The Senior Manager, Development performs all duties and responsibilities subject to the joint guidance and supervision of the Director, AFI Silver Theatre and Cultural Center in Silver Spring, MD and the Chief Development Officer, AFI in Los Angeles, CA.

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>		

Incumbent:

DOH:

Incumbent Signature

Date

Supervisor’s Signature

Date