

AMERICAN FILM INSTITUTE JOB DESCRIPTION

POSITION: Project Manager, Corporate Relations (Temporary)
DEPARTMENT: Advancement
LOCATION: Los Angeles Campus

PRINCIPAL RESPONSIBILITIES:

The Project Manager, Corporate Relations is a temporary position that will work closely with the Director, Corporate Relations to support AFI's corporate sponsorships program for AFI FEST. In addition, this position will also provide support to all AFI corporate giving programs and corporate sponsorships in support of the Institute's operations, exhibition programs, the AFI Conservatory, AFI Special Events and special projects.

PRINCIPAL DUTIES:

- Support the Director by providing research briefings, supporting documentation, preparing proposals and presentations for meetings and discussions related to corporate relationships for AFI.
- Develop creative, customized proposals for each solicitation, and manage the fulfillment and reporting requirements for all corporate sponsors.
- Manage internal production staff and contracted third-party production agencies for large sponsorship activations.
- Manage and maintain current corporate partners, safeguard relationships, ensure highest level of return on investment and work to maximize and increase levels of support.
- Create an active pipeline of prospects through identification, research and tracking of corporate sponsor activity.
- Collaborate with the Director to manage the AFI Corporate Fund and philanthropy, including research, development and maintenance of prospect lists, cultivation and tracking of benefits.
- Assist the Director with corporate sponsor inquiries.
- In coordination with various departments across the organization, secure information for proposals, servicing existing relationships and reporting.
- Collaborate with program managers in overseeing sponsor fulfillment; ensure all hospitality benefits, marking tie-in, brand awareness, photos and visibility opportunities are met.
- Oversee database, files, payment schedules and contracts for corporate support.

- Perform follow-up to gather all information to ensure payments are received and the most current information is captured.
- Collaborate with the AFI Marketing Communications team to identify and leverage all national marketing opportunities.
- Effectively copyedit and proofread proposals, applications, reports and other documents.
- Perform other duties and responsibilities as assigned.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's degree required.
- Minimum three years of fundraising or marketing experience.
- Minimum two years direct supervisory/management experience.
- Experience working with a broad base of leaders and in the training, managing and motivating of key volunteers.
- Demonstrated success in the cultivation, solicitation and stewardship of corporate donors and sponsors.
- Strong leadership, time management and multi-tasking skills, coupled with the ability to work independently and with minimal supervision.
- Exceptionally detail-oriented with the proven ability to handle numerous tasks with appropriate follow-up and reporting activities while not losing sight of the big picture.
- Can work independently while being an integral member of a high-functioning team.
- Exceptional organizational and project management skills, including the ability to manage multiple high-level projects and priorities simultaneously.
- Excellent oral and written communication skills with the ability to convey complex concepts and procedures in simplistic terms.
- Excellent computer and database management skills with strong knowledge in Microsoft Word, Excel and PowerPoint. Familiarity with the *Tessitura* database is a plus.
- Genuine interest in film and support of AFI's mission with natural ability to articulate this mission to others.
- An innate ability to inspire those working with him/her toward accomplishing common objectives and goals.
- A positive and professional attitude with the ability to work as a member of a high-energy, results oriented team.
- Strong diplomacy skills and professionalism are mandatory; this includes the ability to maintain complete confidentiality and discretion at all times.
- Ability to work calmly under pressure.
- Personal integrity and the ability to inspire confidence and trust.
- Knowledge of local media and film community a plus.

SUPERVISION:

The Project Manager, Corporate Relations performs all duties and responsibilities under the guidance and supervision of the Director, Corporate Relations.