

## Job Description

### Executive Director, Berkshire International Film Festival

#### Position Overview

The Executive Director is responsible for the overall administration, finance and development activities of the organization, developing key performance indicators and initiatives, establishing and implementing strategy, managing operations and branding of the organization in collaboration with the Board and Artistic Director. Duties include resource development, marketing, and development of programs, including the annual festival.

#### Administration 40%

Manage the organization's finances, develop and manage the annual budget and ensure timely and accurate reporting to the Board.

Maintain internal controls and compliance with non-profit regulations.

Develop and manage annual budgets and deliver financial reports to the finance committee three times a year for board meetings.

Maintain fundraising database for festival, events, gala and annual appeals and generate reports as needed.

Interface with respective event chairs and help coordinate committee activities and minutes.

Support the development and implementation of strategic plans.

Liaise with the Board and provide support to best utilize the talents and resources of the board.

Update the Board regularly, apprising Board members of BIFF events and board matters.

#### Fundraising 40%

Work with Artistic Director and the Board to meet fundraising goals.

Manage all fundraising, donor campaigns, special initiatives and annual appeals.

Set goals for both contributed and earned revenue.

Develop new revenue opportunities and evaluate effectiveness of marketing and donor campaigns to achieve growth.

Collaborate with Artistic Director to secure sponsorships; identify and pursue fundraising opportunities from foundations and grant programs; cultivate and solicit individual donors.

Cultivate relationships with current donors and sponsors and help broaden and diversify the donor, sponsor and Reel Friends bases.

Help drive strategy for membership programs and for growing, retaining and nurturing member loyalty.

With Artistic Director, build and maintain relationships with donors, community leaders and arts and film leaders locally, nationally and internationally.

Work with Artistic Director and Gala Committee to ensure and run a successful and profitable biennial gala.

Program 20%

Work hand-in-hand with Artistic Director and staff to run the annual festival.

Follow through and completion of tasks is a must.

Oversee the collection, organization and dissemination of information for all films, industry professionals, and special events related to the festival to assure accuracy and accessibility for staff and attendees.

Experience with Excel, Airtable, Google G-Suite and Eventive a plus. Other duties as required.

Personal qualities

A decisive, forward-thinking, independent and optimistic leader committed to achieving objectives and goals in support of BIFF.

Ability and willingness to share responsibility and authority with the Artistic Director/Founder.

Comfort with delegating appropriate levels of responsibility with integrity and encouragement.

A sense of balance, capable of creative expression, and the ability to see the big picture while keeping an eye on the day to day details. Follow through and completion of tasks is a must.

Skills in prioritizing and completing tasks necessary to meet or exceed the mutually agreed upon expectations of the role while being accountable for personal and professional actions. Must be a "hands on" team member.

## Qualifications

The successful candidate must have:

A minimum of 5 – 7 years of special event or film festival experience; and demonstrated successful experience in fundraising, development, and financial management.

Candidates should have:

Good written and verbal communication skills;

enjoy attending community events on behalf of the BIFF;

have demonstrated the ability to share responsibility and effectively cooperate with peers; and should ultimately reside within driving distance to Great Barrington.

Film industry experience would be a plus.

## Compensation

Salary plus benefits including health care

Job Type: Full-time

Pay: \$60,000.00 per year

COVID-19 considerations:

Availability to work from home and office with social distancing in the office.

To apply, please email resume and cover letter to Kelley Vickery at [kelley@biffma.org](mailto:kelley@biffma.org)