



STAFF POSITIONS

If you are interested in a staff position with ATLFS, please email a letter of interest to work@atlantafilmsociety.org with the title of the position as the subject line (one at a time, please) and your résumé attached.

DEVELOPMENT COORDINATOR

The Development Coordinator will work directly with the Business Director and the Executive Director to support, organize and execute fundraising efforts. The Development Coordinator will help to develop fundraising plans, write grants, solicit sponsorships, cultivate private donors and collaborate with colleagues and departments to implement the fundraising goals of the organization. The position calls for someone who is familiar with fundraising and is comfortable writing grants, organizing fundraising events, coordinating volunteers and private donors, engaging sponsors and assisting the organization in raising funds.

RESPONSIBILITIES

- Reports to the Business Director
- Assists Executive Director and Business Director with daily activities in support of non-profit's development program
- Lead writing and managing grants
- Helps generate personalized sponsorship packages for prospective donors/partners
- Identifies and cultivates prospective donors/partner relationships
- Coordinates correspondence with prospective donors/partners
- Arranges and attends meetings with donors and prospective partners
- Maintains detailed records of donor activity in Salesforce
- Creates and works on wrap reports post-festival
- Generates interest in development discussions with potential partners
- Represents organization at networking/public events
- Other duties as assigned

SKILLS/QUALIFICATIONS

- Prior fundraising experience preferred
- Prior grant writing experience preferred
- Amazing organizational skills and ability to manage time effectively
- Strong writing and communications skills
- Experience with Airtable, Salesforce, and Eventive desired but not required
- Must be proactive, willing to take initiative, communicative, and able to work with minimal supervision and a limited budget

- Ability to multi-task, prioritize effectively and anticipate needs
- Positive attitude and flexibility
- Similar experience and an interest in film/the arts preferred
- Ability to work well in team settings, maintain healthy and productive rapport with colleagues and provide support to other departments
- Valid driver's license preferred

TIMEFRAME & HOURS

This is a full-time position with hours expected to be an average of 40 hours per week, seasonally less in the summer and more than 40 in the months leading up to the annual Atlanta Film Festival. Schedules and work days are designed to provide as much flexibility as possible while still having some common in-office days.

SALARY & BENEFITS

\$28,500 Annual Gross Salary (pro-rated depending on start date)

Up to (58) Total Paid Days Off made up of:

-(7) Paid Holidays

-(15) Days of flexible Paid Time Off

-(32) Days of Scheduled Office Closures

(43) Coordinated Work-from-Home Days

Flexibility in Schedule

Relaxed work environment

1% of salary match towards Simple IRA

Does not offer or include any health insurance, but does offer access to discounted supplemental insurance.