

ASSOCIATE DIRECTOR OF INSTITUTIONAL GIVING

Department: Development

Reports to: Director of Development

Transforming Philadelphia through the power of film.

As the producer of the Philadelphia Film Festival and creative force behind the Philadelphia Film Center and PFS Roxy Theater, The Philadelphia Film Society (PFS) raises awareness of film as an important art form in Philadelphia, and serves as a vital piece of the city's arts and culture community. The Philadelphia Film Society is looking for an experienced and dedicated Development professional to shepherd the organization into its next chapter of growth.

The Associate Director of Institutional Giving is responsible for leading foundation fundraising efforts and actively managing a portfolio of foundations, as well as assisting in the solicitation, management and fulfillment of benefits to corporate donors. This includes the coordination, identification, strategic cultivation, solicitation, and stewardship of donors, as well as developing proposals, and preparing donor reports. The Associate Director is expected to spearhead a robust effort to grow and diversify both institutional fundraising streams and raise overall revenue. In addition, they will play an active role in Philadelphia Film Society's efforts to secure and report on government grants.

The Associate Director reports directly to the Director of Development and works closely with the Executive Director, the Associate Director of Individual Giving and Membership Associate, who offers administrative support to the development team.

PRIMARY DUTIES AND RESPONSIBILITIES

- Work with the Director of Development to cultivate the Institutional unit's short and long-term strategy, goals and action plan while ensuring that these are aligned with PFS's strategic goals and objectives and reflect the policies, values and culture of the organization and while reviewing and updating measures of institutional fundraising effectiveness as needed.
- Build and maintain strategic partnerships with current and prospective institutional donors by:
 - Managing the portfolio of institutional donors and prospects which include corporations, foundations, charitable trusts, and other institutional entities; Creating and implementing strategies for cultivation, solicitation, and stewardship of gifts; Draft grant requests, reports, renewals and other donor correspondence as needed.
 - Serving as departmental lead on all reporting through CRM (PatronManager/Salesforce). Regularly mine database for new leads, trends and opportunities for development and membership.
 - Conducting and overseeing the preparation of research profiles on prospective institutional donors; write and submit inquiry letters, funding proposals, and applications for restricted and unrestricted grants.
 - Attending donor select events, arranging for program staff visits with donors, and implementing donor recognition activities.

- Manage sponsorship agreements and ensure contracts and agreements are fulfilled.
- Develop budget and revenue target for the Institutional unit, monitor and evaluate progress against established goals, and implement corrective actions as needed.
- In collaboration with finance and program team, prepare and submit reports to ensure fulfillment of PFS's contractual, logistical and reporting obligations to institutional donors.
- Collaborate with the Marketing team to ensure that all collateral fundraising documents are prepared in alignment with PFS's branding and communications policies and procedures.

SKILLS

Proven technical expertise as demonstrated in the ability to:

- Research, analyze, and organize effectively.
- Write and edit high quality professional documents, including detailed proposals and reports.
- Use MS Office applications (i.e. Word, Excel and Outlook), donor research platforms (i.e. Wealth Engine, Lexus Nexus) and database management software (Salesforce) proficiently.
- Use a high level of professional integrity and exercise confidentiality and discretion.

Excellent leadership skills as demonstrated by the ability to:

- Create and maintain a positive work environment that provide inspiration, establishes accountability, and offers opportunities for professional growth.
- Make timely decisions that positively impact the team's ability to achieve success.
- Successfully interact and present to a wide variety of stakeholders internally and externally.
- Effectively plan and execute multiple activity and project streams.
- Collaborate in a multi-cultural environment.

QUALIFICATIONS

- Bachelor's degree or equivalent work experience required.
- Three to five years of development experience required; grant writing experience preferred.
- Demonstrated success in grant writing and proposal management.
- Strong familiarity with the Greater Philadelphia philanthropic community is preferred, but not required.

COMPENSATION

Salary and benefits are competitive and commensurate with experience. The information in this job description indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job, nor is it to be interpreted as a contract for employment. PFS is an Equal Opportunity Employer. Recruitment, hiring, promotions and other terms, conditions and privileges of employment shall be maintained in a manner which does not discriminate on the basis of age, race, creed, color, national origin, sex, sexual orientation, gender expression, marital status, physical or mental disability, veteran status, or military status, or in violation of any applicable Federal, state or local legislation.

PHILADELPHIA FILM SOCIETY

PFS Roxy Theater | Philadelphia Film Center | Philadelphia Film Festival

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