

CALIFORNIA FILM INSTITUTE | MILL VALLEY FILM FESTIVAL

Job Title: Corporate Development Assistant

Direct Report: Corporate Development Manager

Position: Full-Time | Health Benefits | Standard Vacation Leave

Organization Description: California Film Institute

The mission of the 501(c)(3) non-profit California Film Institute is to celebrate and promote film as art and education. This is achieved through three key programs, including the Christopher B. Smith Rafael Film Center, a state of the art independent movie theater in San Rafael, the CFI Education Program, which provides free film education programs to thousands of students each year, and the annual Mill Valley Film Festival. In addition, the California Film Institute will launch a new annual festival, the inaugural DocLands documentary film festival, in May 2017.

The Mill Valley Film Festival (MVFF) is a world-renowned 11-day event held every October, screening over 200 innovative US and international films for over 74,000 attendees. MVFF has a reputation as a filmmakers' festival with a high profile, prestigious, noncompetitive environment celebrating the best in independent and world cinema.

MVFF is consistently rated as one of the top film festivals in the nation and recently enjoyed guests including Amy Adams, Nicole Kidman, Emma Stone, Eddie Redmayne, James Franco, Ewan McGregor, Aaron Eckhart, and many more. 2017 marks the 40th anniversary and promises to be an exciting year.

Summary Description:

The Corporate Development Assistant is a full-time year-round position reporting to the Corporate Development Manager. The primary responsibilities are administrative and will support the Corporate Sponsorship Manager's acquisition and retention of sponsors through proposal & agreement writing, managing data entry, meeting calendars, customer service, ROI reporting, and basic account management duties.

General Job Responsibilities:

- Supporting the Corporate Development Manager to create and draft cash and in-kind sponsorship proposals and agreements in a timely manner.
- Working with the Corporate Development Manager to ensure all sponsor benefits are delivered appropriately.
- Maintaining the benefits database (in Google Sheets & FileMaker) that outlines the overall benefits delivery for sponsors.

- Maintaining all account files and managing all spreadsheets, organizing and entering all sponsor benefit fulfillment details as contracts are finalized.
- Ensuring that all sponsors are recognized correctly in printed, on-screen, and on-line materials, and at events and screenings.
- Maintaining professional communications with sponsors at all times.
- Researching new prospective sponsors for the organization.
- Making initial outreach to new sponsors and, with support from the Corporate Development Manager, meeting sponsors, negotiating agreements, and ensuring contracts are signed and delivered.
- Coordinate large mailings with volunteers.
- Manage seasonal interns.
- Supporting the Corporate Development Manager with all departmental needs including procuring supplies, design needs, and social media.
- Managing the ROI (Return on Investment) report production following the annual Festival.
- Additional duties to support the Development Department as required.

Qualifications & Experience:

- Precisely detailed, disciplined, organized, and thorough.
- Excellent verbal and written communication skills.
- Comfortable interacting with sponsors and donors.
- Must have a professional demeanor with a positive attitude.
- Ability to work calmly under pressure to manage multiple tasks with competing deadlines in a prioritized manner.
- Ability to work well as part of a team.
- Must be extremely proficient with MS Office software products (primarily Excel and Word), FileMaker, Gmail and Google Docs, experience using Mac computers.
- Bachelor's degree required.
- Three years of administrative experience and customer service experience preferred.
- Experience in a non-profit environment and/or film festival experience is a significant plus.
- Must have own transportation, able to work nights and weekends as necessary, and work through Labor Day weekend.

Please email resume and cover letter with salary history and expectations to Development@cafilm.org, with "Corporate Development Assistant" in the subject line.

Find out more by visiting our website at: www.cafilm.org

California Film Institute is an Equal Opportunity Employer