



**POSITION ANNOUNCEMENT:
DEVELOPMENT DIRECTOR**

Who We Are

- Founded in 1977, the Cleveland International Film Festival (CIFF) strives to fulfill its mission, which is to promote artistically and culturally significant film arts through education and exhibition to enrich the life of the community.
- The Cleveland International Film Festival's vision is to be a leader in helping the world discover the power of the film arts to educate, entertain, and celebrate an inclusive human experience.
- CIFF presents the newest and best films from around the world, and does everything in its power to make sure that its audience learns something along the way - about other cultures, about the topic at hand, about the experience from the filmmakers themselves.
- The annual operating budget for the organization is approximately \$3M.

Who We Are Looking For

CIFF is seeking a Development Director who will work closely with the Executive Director and Associate Director in advancing the organization's internal and outward facing fundraising efforts.

If you are driven to ensure the successful completion of any Development task at hand, exercise good judgment and initiative, and maintain confidentiality, then we are looking for you.

This position reports to the Executive Director and Associate Director.

Qualities of a Successful Development Director

- Passionate, knowledgeable and experienced fundraising professional
- Team player who is collaborative by nature
- Understands and values racial equity and social justice as organizational operating principles
- Adheres to CIFF's Guiding Principles*

What You Will Do

Essential Responsibilities (and other duties as assigned):

- Develop and execute strategy, tactical plan and timeline for all fundraising activities for corporate, foundation, government, Board of Directors and individual campaigns
- Develop, implement, track and communicate meaningful metrics related to fundraising
- Develop, maintain and meet budgetary and fundraising goals

- Cultivate and nurture relationships with those involved in each campaign
- Write, coordinate and facilitate foundation and government grant proposals and reports to maintain current funding sources and secure new funding for CIFF and its programs
- Actively and creatively research, evaluate and pursue new funding sources
- Effectively monitor and track the administration of awarded grants
- Serve as liaison between CIFF staff and funding agencies
- Coordinate logistics for CIFF's Annual Campaign
- Strengthen major gifts program; develop and maintain trusting relationships with major donors
- Oversee and strengthen planned giving program
- Track in-kind donations and handle other preparations for annual independent audit
- Maintain accurate, updated donor database
- Manage donor files, communications and correspondence
- Manage and/or support special event planning as necessary
- Support Associate Director in pursuing, managing, tracking and fulfilling sponsorships
- Enthusiastically represent CIFF in the community, persuasively conveying its mission and vision, and encouraging engagement in the Film Festival and related programs

Qualifications

- Bachelor's degree or equivalent life and/or work experience required
- Minimum of five years' experience in fundraising
- A demonstrated track record of writing exceptional, accurate, compelling, and successful grant proposals
- Excellent verbal communication skills
- Superior interpersonal relationship skills
- Superb accuracy and detail orientation, and the ability to effectively manage multiple projects simultaneously and meet required deadlines
- Proficient with Microsoft Windows, Microsoft Office Suite, Microsoft Exchange/Office 365, Google Drive Applications, Adobe Acrobat, Video Conferencing (Zoom, Google Meet) and Airtable

Supervision Responsibilities

- The Development Director maintains direct supervision of seasonal development support staff.

Status/Pay/Benefits

- Full-time, non-exempt, salary commensurate with experience
- Excellent benefits package including health insurance, disability insurance, group life insurance, a 403(b) retirement plan and generous leave time
- In-person position in Cleveland, OH with some work-from-home flexibility

Working Conditions

- Schedule flexibility
- Evening and weekend hours required leading up to and during the Festival
- Providing and operating your own vehicle and/or riding in a vehicle is required
- Regularly traveling to meetings and work assignments as necessary

To Apply

- Send cover letter, resume and references to Kathleen L. Stecky, President, Stecky HR Consulting LLC at kstecky@steckyconsulting.com with the subject line reading CIFF Development Director.
- This is an immediate opening and posting closes when the position is filled.
- CIFF's policy is that all employees entering the workplace must be fully vaccinated and boosted against COVID-19. Requests for accommodation for religious or medical reasons will be evaluated in accordance with applicable law.

***Guiding Principles:**

- Set high standards for diverse quality film education and exhibition, placing artistic and cultural merit above commercial appeal.
- Connect and work collaboratively with an array of community partners to raise awareness of how film arts deepens understanding of the world and catalyzes positive change.
- Provide the best and most accessible audience experience possible.
- Champion diversity, equity, and inclusion while fostering understanding and appreciation of myriad cultures and values.
- Cultivate and maintain an innovative and forward-thinking organization.
- Embed our work into the fabric of the community.
- Promote a work environment among board, staff, and volunteers based on integrity, professionalism, teamwork, trust, and respect.
- Ensure the organization's financial stability and increase its financial self-sufficiency.