



### **Managing Director, Providence Children's Film Festival**

Job Title: Managing Director

Organization: Providence Children's Film Festival

Location: Providence, RI

Salary: low-mid thirties, no benefits

Start Date: June 2019

Part Time

Annual contract

The Providence Children's Film Festival -- which has just marked 10 years -- presents the best of independent and international children's cinema to inspire, delight, educate, and connect a diverse community of children and families from Rhode Island and throughout New England. The Managing Director works closely with the board, the Artistic Director, other staff and area community to ensure that all aspects of the mission of the Providence Children's Film Festival (PCFF) are achieved. The Managing Director provides creative and collaborative leadership for the organization. Responsibilities include coordination of all operational areas and direct management of certain key functions as outlined below.

### **FINANCIAL**

**Fundraising:** Leads PCFF development efforts with input from the board and Artistic Director. This would include, but not be limited to, creating and implementing a strategic fundraising plan that seeks and secures a wide range of corporate, foundation and individual sponsorships for the festival's annual operation. Continues to build upon the long-term relationships established with existing sponsors while inviting new sponsors to become involved. Brings to PCFF a passion for unique and creative development initiatives. Pursues and writes grants that have a direct connection to our mission. Energetically plans fundraising events to meet budget goals and ensure sustainability of PCFF even beyond the annual budget cycle.

**Financial and Strategic Planning:** Works with board and Artistic Director to develop annual budgets, and with the same directs strategic planning to ensure continued growth and sustainability of PCFF. Responsible for coordinating day-to-day and annual financial record keeping and reporting with PCFF-contracted bookkeeper, pro bono counsel, and PCFF Treasurer, as appropriate.

## **PROGRAMS**

**Logistics:** Along with the Artistic Director, oversees the planning and implementation of all PCFF events, including scheduling; identification and booking of venues; communication with vendors, partners and community members; and coordination of volunteers.

**Programs:** Supports the Artistic Director in the curation of selection of films; continues to develop the Get Reel! school field trip program; works with members of board and Artistic Director to identify educational opportunities for the annual festival that might include workshops, camps, classes and other learning opportunities; and maintains partnerships for educational programming that aligns with the mission of the PCFF.

## **COMMUNICATIONS**

**Marketing:** Manages marketing efforts to increase visibility and grow the audience for PCFF, with assistance of committee members, the Artistic Director and contracted professionals. This includes oversight of design and production of printed materials, maintenance of festival website and posting on social media platforms. Maintaining communication with our existing community partners and initiating contact to new organizations in hopes of expanding the reach of marketing efforts is a must.

**Outreach:** Enthusiastically cultivates collaborative relationships with other public, private and non-profit organizations in RI and neighboring states, especially to make PCFF programs available to underserved communities at all age levels.

## **Experience and Qualifications**

- Bachelor's degree or equivalent in experience
- Warm and engaging personality with an enthusiasm for the festival's mission
- Proven fundraising abilities with both individual and institutional donors
- Three or more years of organizational management experience
- Experience working with financial management and budgeting for nonprofit organizations
- Passion for film
- Demonstrated ability to work collaboratively
- Commitment to developing diverse audiences
- Ability to handle multiple tasks at one time, often with tight deadlines
- Excellent written and oral communication skills, including public speaking
- Demonstrated networking skills and ability to work closely with a governing board
- Experience with managing volunteers

## **Other**

The hours for this position will vary throughout the year, with the greatest demands in the six months leading up to the annual festival -- currently scheduled for mid-February in 2020. The Managing Director reports to the Chair of the PCFF Board. For more about the organization please visit:

[www.providencechildrensfilmfestival.org](http://www.providencechildrensfilmfestival.org)

Review of applications begins April 30; final deadline for submitting an application: May 7.

The Providence Children's Film Festival is committed to equity and inclusion at all levels: on our screen, in our audience, on our staff, and within our leadership. We strongly encourage candidates of color to apply.

**How to apply**

To apply, please email cover letter and resume to: [provfilmfest@gmail.com](mailto:provfilmfest@gmail.com)

Providence Children's Film Festival

[www.providencechildrensfilmfestival.org](http://www.providencechildrensfilmfestival.org)

Please, no phone calls.