



Senior Development Officer

Job Description

About the Austin Film Society

Founded in 1985 by filmmaker Richard Linklater, AFS creates life-changing opportunities for filmmakers, catalyzes Austin and Texas as a creative hub, and brings the community together around great film. AFS supports filmmakers towards career leaps, encouraging exceptional artistic projects with grants and support services. AFS operates Austin Studios, a 20-acre production facility, to attract and grow the creative media ecosystem. Austin Public, a space for our city's diverse mediamakers to train and collaborate, provides many points of access to filmmaking and film careers. The AFS Cinema is an ambitiously programmed repertory and first run arthouse with broad community engagement. By hosting premieres, local and international industry events, and the Texas Film Awards, AFS shines the national spotlight on Texas filmmakers while connecting Austin and Texas to the wider film community. AFS is a registered 501(c)(3) non-profit organization.

Job Purpose Summary

The Austin Film Society seeks a Senior Development Officer (SDO) to support the organization's mission of empowering the community to make, watch, and love film and creative media through cultivation, solicitation and stewardship of corporate and individual donors. The SDO will collaborate closely with Development leadership to establish and reach annual goals related to corporate giving and underwriting, as well as manage a portfolio of mid-level individual donors. In addition to strategy and execution, the SDO will leverage connections, relationships, and the institutional CRM to develop new giving opportunities, and will spend at least 50% of their time engaging with current and prospective donors through meetings, phone calls, events, and other targeted efforts to cultivate and solicit support. A primary steward of corporate relationships, and an essential player in advancing AFS's philanthropic goals, the SDO will focus on management and expansion of the organization's portfolio of strategic partnerships.

Essential Responsibilities and Duties

Corporate Fundraising & Sponsorships

- Leads the strategy and execution of corporate sponsorships and underwriting for programs and major events.
- Builds and maintains relationships with corporate sponsors through stewardship.
- Proactively identifies new leads in the corporate sector through research and networking.
- Develops compelling proposals and pitch decks for prospective corporate sponsors and underwriters.
- Maintains accurate record of new relationships, interactions and agreements in Salesforce (CRM); enters data promptly following interactions.
- Collaborates with the Marketing and Engagement department to ensure fulfillment of sponsor recognition and serves as a point of contact for onsite activations at programs and events.

Individual Giving & Portfolio Management

- Manages a portfolio of mid-level donors (\$1,000-\$25,000) as part of the Impact Circle membership group, with a focus on donor retention and strategic moves management to grow philanthropic support.
- Executes on personalized cultivations and solicitations through data-informed decisions.
- Collaborates with Cinema and Filmmaker Support program staff to develop and execute donor engagement strategies.

Strategy

- Owns the annual corporate and underwriting strategy in partnership with the Development Director.
- Analyzes donor activity and conversions to corporate sponsorships and adjusts approach based on trends.
- Tracks progress towards annual goals and prepares reports for the Development Director.

Events

- In coordination with Development Director and Chief Development Officer, secures and stewards corporate sponsors for the annual Texas Film Awards.
- Secures and stewards corporate and individual underwriting for special events such as Doc Days and the SXSW Party
- Supports event-related communications, deliverables, and follow-up for sponsors.
- Attends numerous internal and external events throughout the year and represents AFS in development outreach efforts.

Required Knowledge/Skills/Abilities

- 4+ YOE in fundraising or sponsorship sales, preferably in a nonprofit or arts organization
- In-depth knowledge of professional fundraising best practices and standards
- Demonstrated track record of achieving or exceeding fundraising goals
- Alignment with and appreciation for the mission of the Austin Film Society, including the belief in the transformative power of artistic expression through film
- Strong written and verbal communication, with the ability to build compelling narratives and persuasive requests
- Strong interpersonal skills, with the ability to engage stakeholders in a variety of settings
- Experience cultivating and soliciting corporate donors; knowledge of corporate giving culture and best practices
- Foundational understanding of corporate marketing principles, including the ability to interpret data and translate it into stories
- Direct experience with donor solicitation, including face-to-face asks
- Demonstrated ability to develop and execute creative fundraising strategies, including leveraging programs and events for development goals
- Ability to thrive in collaborative, team-oriented environment while being highly motivated and effective working independently

- Energized by social environments and motivated to network with a diverse set of stakeholders
- Experience fundraising in connection with events and galas; understanding of how to optimize donor engagement through event strategy
- Understanding and comfort with leveraging CRM systems for donor prospecting and fundraising activities
- Availability to attend events and engagements during nights and weekends

Preferred Qualifications

- In-depth knowledge and appreciation for the art, history, and industry of film
- Familiarity with the AFS Cinema, including its programming
- Formal education or certification in fundraising (e.g. CFRE, fundraising coursework)
- Familiarity with Salesforce and experience using it as a CRM

Expected Hours

This is a full-time, exempt position. Work hours vary. Some nights and weekends required.

Complexities and Conditions of Employment

Physical/environmental demands: Sitting and/or standing, keyboarding, reading, grasping, mousing, handwriting for 8.0+ hours per day, and lifting maximum weight of 20 lbs. are essential requirements of the position.

Compensation and Benefits

Salary: \$75,000/year

Benefits:

- 12 paid holidays per year plus PTO and sick leave accrual
- Options for 100% employer-sponsored health, vision, and dental benefits
- SIMPLE IRA with employer match
- Employer-sponsored life insurance
- Employer-sponsored mobile phone plan
- Employee AFS Cinema and Austin Public perks
- Flexible work hours
- Optional accident, critical illness, legal, pet insurance, and more

How to Apply

Please visit <https://austinfilm.org/apply> to submit your résumé and cover letter. If you have questions about this position, please email jobs@austinfilm.org.

All applications will be acknowledged by email. All inquiries are confidential. The Austin Film Society is an equal opportunity employer and does not discriminate based upon race, color, national origin, religion, sex, sexual orientation, sexual identity, gender identity, disability, medical condition, AIDS/HIV, age, genetic information, marital status, family status, political activities or affiliation, military or veteran status. **Priority will be given to applications submitted by August 29**, though the position will remain open until filled.