

## Director of Development, MdFF

**MdFF is an organization that runs a 20-year-old film festival, the Maryland Film Festival, and owns and operates a new three screen, 600 seat movie theater, the SNF Parkway, among other film related activities. MdFF has always been identified as a non-market, uniquely filmmaker-centered film festival, with no competition and strong programming.**

**After a \$18mm fundraising campaign, the SNF Parkway opened in May 2017. It features the rescue of a rare 1915 movie theater and two intimate modern theaters, all with state of the art projection and sound. The project has already won numerous architectural awards. After the 2017 film festival, MdFF started bringing noncommercial indie and other films to Baltimore for the first time, and is creating a series of special film events that connect audiences and filmmakers. Each weekday during the academic year film classes from partners Johns Hopkins and Maryland Institute College of Art use the smaller theaters.**

**Organizationally, MdFF is in the early stages of significant growth and has begun a high level Strategic Planning process with its participating partners, staff, Board, volunteers, and Donors.**

### Position

*The Director of Development reports directly to the Executive Director and will develop and supervise all MdFF development activity including the annual festival and year round activity at the SNF Parkway, including Annual Fund, Friends of the MdFF, Sponsorships, Annual Event(s), as well as develop new ways to attract support.*

- 1) Develop and implement fundraising strategy to secure corporate, foundation and individual contributions for MdFF annual operation and create new fundraising initiatives. With priority on current budget goals and developing future fundraising growth.*
- 2) Fully understand MdFF mission, its special role in film programming and in connecting a variety of audiences to films and filmmakers.*
- 3) Assist in completing the Programming and Outreach Campaign to core Parkway Campaign donors.*
- 4) Participate in planning and execution of special cultivation events and involve donors in the ongoing activities of the SNF Parkway*

### Individual and Foundation Donors

- a) Lead all cultivation activities and solicitations, involving staff, Board and others as needed
- b) Identify, qualify and prioritize current and potential donors through their interest in specific organizational needs/activities, including artistic, operating and youth media needs
- c) Build a calendar of activities and other forms of contact with donors and potential donors with the goal of increasing their stewardship of MdFF mission and programming

- d) Working with other staff members, build formal plans for donor recognition and ongoing contact with personnel and programming, based on level and potential of giving and develop specific solicitation goals.
- e) Continue to qualify potential donors outside our region, but who have demonstrated interest in the movie art form, restored theaters, neighborhood development, student and other youth media involvement

#### Government Donors

- a) Explore opportunities and partnerships with city, county and state government agencies
- b) Maintain relationships with key personnel at the Maryland State Arts Council and Baltimore County to optimize growth
- c) Lead cultivation and solicitation efforts involving staff and Board as needed

#### Business Donors

- a) Prioritize current and best potential corporate partners, with emphasis on their philanthropic mission.
- b) Implement regular interaction with their employee base as appropriate, including special activities at the Parkway, newsletters, onsite distribution of information about upcoming events

#### General Duties

Meet with current and potential donors on an ongoing basis, with Executive Director, Board members and other volunteers as helpful as a way to increase their involvement and knowledge of and enthusiasm for the mission of MdFF.

Reports informal and formal to Executive Director and appropriate committees

Calendar events for current and potential donors that best express the wide variety of MdFF activities.

Identify, track and report grant application progress to the Executive Director, MdFF Board and other partners as needed.

Draft grant requests/funding submissions for review and approval by the Executive Director

Coordinate and gather informational requirements for fundraising needs with others in the organization, particularly future programming, financial, student showcase, and specialized programming like Sweaty Eyeballs, Sight Unseen, Gunkys Basement, Filmmaker Talk Backs, etc.

Regular communication, targeted and general, to donors about MdFF ongoing filmmaker alum success, such as major festival inclusion and awards, national award recognition, national press features, trade news about new projects, etc.

Track success and incorporate feedback into fundraising processes to ensure future and growing success.

Develop and implement the infrastructure necessary to maintain the fundraising efforts of the organization:

- a) Create and manage annual fundraising calendar in cooperation so that all staff are aware of ongoing activities;
- b) Design, implement and manage a database to maintain donor information and support communications, programs/campaigns and reporting.
- c) Create succinct, concise weekly reporting for the Executive Director and monthly reporting for the appropriate committees of the Board; and
- d) Develop and implement protocols for acknowledging donor receipts, including phone calls, handwritten notes, etc. and when to use each method of acknowledgement.

For fundraising events, work with marketing to develop marketing campaigns and coordinate all activities with the Special Events Manager, ensuring collaboration, and effective communication resulting in successful and seamless events.

Develop, implement and manage a community engagement strategy including community relations, special community programs and other activities/efforts.

Provide content for special events and fundraising messages to be included in all marketing initiatives of the organization, including but not limited to, print and web-based materials.

*Minimum Qualifications:*

- Knowledge and love of film in all its forms
- A Bachelor's Degree from an accredited academic institution
- 3-5 years of fundraising and development experience, preferably for a non-profit arts organization
- Demonstrated accomplishment in fundraising and development

Salary is negotiable with health care benefits and flexible vacation time

To apply, please send a resume and cover letter to [info@mdfilmfest.com](mailto:info@mdfilmfest.com). Applications will be accepted on a rolling basis until the position is filled.

\*\*The Maryland Film Festival does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.\*\*