

Position:	Development Manager
Reports to:	Executive Director and Director of Operations
Duration:	Full time (40 hours per week)
Start:	June 15 - 30, 2019; Must be available to be in Whistler June 23 - 28
Compensation:	Salary + MERCs + Benefits
Location:	WFF Office (Whistler) - 208-1200 Alpha Lake Road, Whistler, BC V8E 0H6 / Option to work
	from satellite office in Vancouver
Date Posted:	May 21, 2019
Application Deadline:	June 10, 2019

The Whistler Film Festival Society, a vibrant not-for-profit arts organization, is accepting applications for the position of Director of Operations. The role is a flexible contract position ideal for an experienced and highly motivated professional who is passionate about organizational operations and project management, including financial management and systems to support the organization's vision and mandate.

## **Organization Description**

The Whistler Film Festival Society (WFFS) is a charitable, non-profit organization incorporated under the British Columbia Society Act. WFFS is dedicated to advancing the art and business of film by providing programs that focus on the discovery, development and promotion of talent culminating with a must attend festival for artists, the industry and audiences in Whistler each December, that together attract over 20,000 attendees annually, including over 1,000 industry insiders. WFFS fulfills its mission through producing. WFFS fulfills its mission through producing:

- A highly respected and recognized 5-day international film festival (WFF) and 4-day industry summit that draw industry, audiences and global exposure for Canadian talent;
- A slate of 11 talent programs for over 80 Canadian artists screenwriters, producers, directors, actors and musicians with plans to expand and enhance programming;
- Supplemental year-round film and event programming that enriches community life beyond the festival; and
- Film and talent programming that nurtures gender parity, inclusivity and diversity.

Renowned as 'Canada's coolest film festival', the Whistler Film Festival (WFF) has become the Canadian film industry's liveliest gathering outside of TIFF, was recently recognized as one of the top seven film festivals in the world to attend' and 'one of ten of the most amazing film festivals worth attending' in North America, and is one of Whistler's signature cultural events. WFF is the only Canadian film festival with a prestigious *Variety* Partner Program, hosting the *Variety* 10 Screenwriters to Watch from 2011 to 2018, and is among the most competitive festivals on the continent for securing and screening award season contending films including *Roma, If Beale Street Could Talk* and *Mary Queen of Scots* in 2018.

2019 marks the 19th year of operation for the organization, with WFF taking place from December 4 to 8.

#### **Job Description**

Reporting to the Executive Director and Director of Operations, and in collaboration with Society department managers, the Development Manager is responsible for the oversight and management of all fundraising, corporate giving and funding activities associated with the organization's annual programs.

The Development Manager will be primarily responsible for creating, administering, and implementing the organization's long-term development plan. This generally entails developing and implementing a growth strategy for the future,

organizing outreach efforts, and managing relationships with the organization's new and existing donors and clients. The role often necessitates working closely with other departments in the organization. The Development Manager will frequently consult with the executive and finance department to prepare budgets, monitor costs, and apply for grant and foundation assistance and develop donor campaigns; work with the programming team to determine funding requirements; and work with marketing staff to develop communication and engagement strategies.

This position is full time employment contract. Perks include two flex days per month, team hangouts (food and drinks), monthly team events, and opportunities to attend industry events, festivals, and networking events on behalf of WFF as well as professional development.

# SPECIFIC JOB RESPONSIBILITIES:

#### Fundraising:

- Work with the Executive Director and Director of Operations to develop the annual development plans to meet fundraising targets
- Develop new fundraising opportunities
- Manage annual and monthly giving campaigns
- Protect the confidentiality of our donors
- Work with the Executive Director and Director of Operations to ensure the organization is in compliance with charity regulations

#### Fundraising Events:

- Manage a dynamic year-long calendar of fundraising, stewardship and cultivation programs and events in a variety of styles and targeting a variety of audiences.
- Manage the event planners and or team, and event plans for the fundraising events
- Manage these fundraising efforts and functions by working closely with leadership and committees, develop a detailed plan, creating promotional material, special events, working with appropriate vendors and track the outcome of the various efforts.

#### Corporate Giving:

- Work with Executive Director and Sponsorship Representatives to secure corporate sponsorships to meet financial targets and program requirements
- Manage corporate sponsorship models and packages
- Build and maintain strong external relationships with existing and potential sponsors, corporate partners, and supporters
- Provide excellent client service and sponsorship fulfilment for all clients

## Grants & Foundations:

- Work with Executive Director to secure grant and foundation funding to meet financial targets and program requirements
- Manage grant and foundation applications and reporting requirements

## General Administrative Duties:

- Keep accurate and easily accessible records of all work in order to ensure organizational continuity
- Perform administrative duties and research as required
- Attend and provides updates at weekly staff meetings
- Submit weekly status reports and timesheets
- Attend post mortem meetings for each event
- Provide detailed report for each event and campaign
- Assist with completing the Final Festival Report
- Other duties as required

## **Personal Attributes:**

The Development Manager will:

- Lead by example
- Motivate a cohesive team of staff and volunteers while maximizing and recognizing individual contributions

- Conduct activities with integrity, trust, respect, enthusiasm and in an open and ethical manner
- Conduct responsibilities in adherence to the spirit of the WFF mission
- Provide leadership on all ethical standards, policy and procedures
- Be organized with proven management skills

#### Key Competencies:

- Proven metrics and understanding of advancement best practices around giving gift closures, proposals awarded, donors stewarded
- Comfort with prospect identification and research and the judgement to prioritize donors based on data
- An understanding of fundraising data and trends and the ability to apply these to organizational best practices
- Demonstrated effective decision-making, while working autonomously and exercising good judgement
- Demonstrated ability to utilize resources effectively and efficiently to reach metrics
- Proven track record in relationship-building across constituencies individual, foundational, corporate, governmental, etc.
- Awareness of estate giving vehicles and their appropriate alignment with donors
- Presence and confidence to represent WFF in a variety of forums
- Superior communication skills oral, written, presentation, and listening
- Comfort and experience working both as a member of a team as well as independently
- Excellent time management skills and the ability to prioritize tasks so that goals are met in a timely, efficient manner.
- Excellent interpersonal skills the ability to relate well to individuals at every level of an organization both internally and externally
- Exceptional ethics and tactful exercise of judgement and discretion with sensitive and highly confidential information
- An exceptional work ethic and track record of personal initiative
- Flexibility and adaptability to new programs in an emerging and changing environment
- An understanding of AFP (or similar) development ethics and professional conduct

## **Qualifications:**

- Post secondary degree in business, administration or a related field, plus continuing education
- Five years of progressive experience managing people, clients, projects, campaigns and or events
- Experience managing a diverse portfolio of business practices including the application of Generally Accepted Accounting Principles and budget planning
- Experience in a non-profit environment and/or policy development is considered an asset
- Demonstrated decision-making, problem solving, communication skills, budgeting skills, leadership, facilitation, and management in past positions
- Well versed in the use and implementation of IT solutions including CRM, MS Office Suite, internet, etc and the
  associated security and privacy considerations
- Minimum 5 years experience working on large-scale, deadline driven projects/festivals/events
- Previous experience working in a film festival environment an asset
- Exceptional project management and organizational skills
- Strong negotiation and interpersonal skills
- Excellent written and oral skills
- Computer literacy and database management experience essential including proficiency with Microsoft Office including Word, Excel and PowerPoint
- Able to work on multiple simultaneous tasks within a fast paced environment and to work under pressure to meet tight deadlines
- Ability to work independently and with a team
- Ability to work flexible hours as required, including some evenings and weekends
- Vehicle is an asset

## How to apply: We invite qualified candidates to apply by the deadline.

Please submit cover letter explaining why you think you are the right person to be our Development Manager, resume and a minimum of three professional references to jobs@whistlerfilmfestival.com. \*Please note Development Manager in the subject line.

We thank everyone who applies for their interest, but only candidates selected for an interview are contacted. No telephone or walk-in inquiries please. All applications are considered confidential.

The Whistler Film Festival Society is an equal opportunity employer, and operates a safe and healthy work environment consistent with Provincial and Federal regulations and the WCB.