

Maine Jewish Film Festival Executive Director Job Description

Position Summary

Founded in 1998, the Maine Jewish Film Festival is a nonprofit 501c3 organization located in Portland, Maine. Our mission is to enrich, educate and entertain a diverse audience by presenting cultural programs based on the global Jewish experience. We seek a confident, collaborative and visionary leader who is passionate about our mission and can build on our success over the past 20+ years. A Full-Time position, the Executive Director (ED) is responsible for the overall financial and operational health of the organization, and ensures the Film Festival activities, year-round programs, Board, and staff are aligned with our mission.

Requirements

- Proven leadership and management skills.
- Excellent public speaking and written communication skills, both in person and through technology.
- Proven track record of fundraising, donor cultivation, and grant writing.
- A self-starter who can multi-task, prioritize and handle pressure of deadlines.
- BA required, MA in a relevant field preferred.

Desired Qualification/Skills

- 5+ years of prior nonprofit leadership experience.
- 5+ years of nonprofit fundraising experience including grant writing, major gift solicitations, mail and social media campaigns and development of business sponsorship packages.
- Excellent research and negotiation skills pertaining to the acquisition of films.
- History of engaging in and supporting film and/or the arts.
- Experience in budgeting and special event planning.
- Ability to instill, manage, and maintain culture of highest performance standards and accountability.
- Ability to learn and use multiple software applications including Quickbooks, Microsoft Office, film screening platforms, donor management software, and social media platforms.
- Openness to learning about and engaging with Maine communities.
- Ability to interact with all levels of business executives, community groups, civic leaders and other individuals to promote the organization.
- Track record in working effectively with staff, volunteers, and active Board members.
- Knowledge of Jewish culture and the Jewish experience.

Primary Responsibilities

Planning:

- Working with the Board of Directors, periodically review and revise the organization's vision, mission and goals.
- Design surveys and other feedback tools to get input for plans from the festival's audience and donors.
- Create and maintain festival and associated project timelines.

Programming:

- Develop, budget, and implement all festival events and programs in collaboration with the Chair of the Screening Committee, Finance Committee, and Festival manager.
- Oversee ticketing operations and deliver customer service during all events.

Development:

- In collaboration with the Development Committee and the Board, ensure the growth of MJFF through donor and corporate sponsorship development, marketing/public relations, and grants.

Marketing:

- Create and implement marketing strategy with support from the Board, consultants, and vendors.
- Increase visibility by serving as the face and voice of the organization.

- Oversee the implementation of the marketing plan, which includes branding, design, advertising, PR/press, outreach, social media, and communications.

Community Relationships / Networking:

- Develop and maintain relationships with local businesses, arts organizations, and Jewish community leaders to enhance MJFF's cultural and organizational outreach.

Financial and Technical Management:

- Develop and maintain relationships with MJFF's bank, insurance companies, accounting firm and other financial resources.
- Working with the Board Treasurer, create MJFF's annual budget and maintain oversight of operations and budget to ensure prudent fiscal management.

Human Resources:

- Supervise a part time Festival manager, a part time social media assistant, and other staff/volunteers.

Start Date: Oct. 1, but negotiable. Current ED will be staying on until after the November 2021 Festival.

Salary Range: \$60,000 - \$65,000; benefits negotiable.

For more information, please visit our website at www.mjff.org. Please submit a cover letter and a resume to the MJFF ED Search Committee at mjffedsearch@gmail.com.

About MJFF

The Maine Jewish Film Festival (MJFF), a nonprofit 501c3 organization, is located in Portland, Maine. MJFF's mission is to provide films to enrich, educate and entertain a diverse community about the global Jewish experience. MJFF presents a 10-day annual Film Festival of 15-20 films from around the world throughout the State of Maine. The Film Festival brings national and international guests, providing our audiences with a rare opportunity to engage with contemporary filmmakers. In addition, we offer other collaborative arts, music and film events throughout the year. Our 2021 Festival will be presented November 6-14, 2021.