

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 and year-round programs are aligned with our mission by working collaboratively with the Board and Staff.

**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.

**Desired Qualification/Skills**

- Prior nonprofit leadership experience.
- Prior 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.
- 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, engaging with and traveling to diverse 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 prepare all Grant materials
- Maintain day-to-day financial operations, balance bank accounts monthly and submit to Finance Committee, and track actual to budget to ensure prudent fiscal management.
- Prepare 990 tax-related financials for submission to tax accountant.

**Human Resources:**

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

**Start Date: March 1, but negotiable.** Current ED will be available for orientation.

**Salary: \$70,000; benefits negotiable.**

For more information, please visit our website at [www.mjff.org](http://www.mjff.org). Please submit a cover letter and a resume to the MJFF ED Search Committee at [mjffedsearch@gmail.com](mailto:mjffedsearch@gmail.com).

More about MJFF

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.