



Minneapolis St Paul
International Film Festival

Director of Development

Founded in 1962, **The Film Society of Minneapolis St. Paul (MSP Film)**, a 501(c)(3) non-profit, is Minnesota's foremost international and independent programmer and exhibitor of global cinema. We bring the best of films from around the world to Minnesota audiences through our centerpiece, the Minneapolis St. Paul International Film Festival, the largest international arts event in the region; numerous niche film festivals, series and programs; partnership events throughout the year; and as of 2022, daily programming on 5 screens at The Main Cinema.

MSP Film seeks an experienced director of development, with an established background in leading small and large-scale fundraising initiatives, to secure and manage financial support for our organization as we enter an exciting new chapter in our 60th year, and prepare to launch a significant fundraising campaign. MSP Film's FY23 operating budget includes revenues of \$2.75 million: 45% earned, primarily from ticket sales, and 55% contributed from individual, corporate, foundation, and government sources.

The director of development will set and achieve fundraising goals, build relationships with existing and develop relationships with new funders, patrons and community partners, and keep constituents informed on how their contributions align with their interests and are making the world a better place.

The preferred candidate will be an excellent outward-facing communicator and a creative, enthusiastic, inspiring, self-motivated, deadline-driven team-player, with a passion for our mission to unite, inform and transform through the art and power of cinema.

Position: Development Director
Classification: Full-time, exempt

Department: Development
Reports to: Executive Director

Job Summary: This position is a member of the MSP Film Leadership Team and directs all fundraising efforts for MSP Film.

Primary Responsibilities:

Budget and Work Plan

- Create annual contributed income budget to meet organizational revenue goals.
- Update/create annual work plan to support budget.
- Monitor and report on budget monthly; create dashboards.

MSP Film Society is a 501(c)(3) nonprofit. Federal Tax ID Number: 41-1802905.

125 SE Main Street, Suite 341, Minneapolis, MN 55414 | 612.331.7563
mspfilm.org | info@mspfilm.org | @mspfilm | #mspiff



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Fundraising

- Annual fund: in partnership with the Executive Director and staff, create and carry out multi-channel fundraising appeals each fiscal year to meet organizational revenue goals.
- Major gifts and special projects: create, lead and execute campaigns.
- Events: manage and execute fundraising events; participate in community events.
- Sponsors: secure and manage sponsorships for festivals and events throughout the year.
- Board: in partnership with the Executive Director, ensure 100% Board participation in annual fund and other fundraising efforts.
- Grant-writing: in partnership with staff, write grants and funder reports, identify and seek out new foundation funding opportunities.
- Special Fundraising Campaigns: in collaboration with the Executive Director, Board and Campaign Committee, work on the identification, cultivation, solicitation, and stewardship of campaign gifts.
- Planned Giving: develop and manage planned giving program, market planned giving opportunities, build planned giving prospect portfolio.

Donor Relationship Management

- Manage and execute donor and prospect events including campaign events and annual donor thank you events.
- Implement stewardship plan for annual fund and planned giving donors.
- Establish portfolio of campaign donors and prospects, steward foundation contacts, planned giving donors
- Develop and oversee implementation of member and sponsor benefits package.

Board

- Work with executive director to manage Board and committee member relationships.
- Motivate and strengthen the Board in its role in development; expand, manage and coordinate their involvement in fundraising activities; take an active role supporting the Board, Development Committee, and other Board committees.
- Development committee: working with Chair and Executive Director, create agenda, guide volunteers in development work, create committee goals and provide quarterly reports on progress.
- Campaign committee: working with Executive Director, create committee agendas, report on progress, provide support to committee members as they work their portfolios
- Attend Finance and Marketing committee meetings
- Attend Board meetings

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Department and Organizational Operations

- Work closely and in collaboration with fellow employees and volunteers.
- Contribute to organizational marketing and communications strategy.
- Manage membership and events staff.
- Execute monthly reconciliation with finance.
- Attend staff team meetings.

Database/Software

- Oversee Donor Perfect database or other CRM, including gift entry, data entry, etc.
- Ability to understand relational databases and perform detailed analyses.
- Ensure team adheres to data best practices and consistency.

Skills and Competencies

- Evidence of being self-starting, entrepreneurial, adaptable, and creative in identifying prospects and opportunities, with a proven track record for identifying, cultivating, soliciting and closing gifts at all levels and from all sources.
- Effective time-management/prioritization and problem solving skills.
- Ability to write persuasively for a variety of audiences, including donor centric communications
- Demonstrated networking and relationship-building skills.
- Ability to implement various fund raising strategies simultaneously and successfully.
- Ability to prepare, administer and monitor department and event budgets.
- Ability to work with and achieve results with teams and work cross-departmentally to fulfill development goals.
- Track-record in engaging, managing and motivating staff.

Qualifications:

- Bachelor's degree
- 5-10 years demonstrated experience with individual, corporate, foundation gifts and sponsorships, special events fundraising and managing teams for non-profits.
- High commitment to ethics and non-profit fundraising best practices.
- Ability to be flexible with work hours.

Salary: \$85,000-\$100,000 or Commensurate with Experience. Benefits include a flexible schedule and workplace, a lively and creative work-team, excellent healthcare package (75% of premiums paid by employer), a wonderful constituency, and many opportunities to see great films!

To apply, please submit a cover letter and resume to employment@mspfilm.org

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