

BIG SKY FILM INSTITUTE

HOME OF THE BIG SKY DOCUMENTARY FILM FESTIVAL



PROGRAM & DEVELOPMENT COORDINATOR

The Big Sky Film Institute (BSFI) is seeking a Program & Development Coordinator to join our year-round staff. Under the supervision and guidance of the Executive Director (ED), the Program and Development Coordinator will execute the development vision of BSFI through fundraising, program coordination and communication. This position is part-time, year-round.

DUTIES & RESPONSIBILITIES

Grants and Fundraising

The primary role of the BSFI Program & Development Coordinator is grant management and fundraising. With support from the ED, this position takes the lead for grant writing including maintenance of application timelines, grant databases and timely proposal submission and reporting. This position will also support the ED in additional fundraising efforts including sponsorship, major donors and campaigns. This position involves researching fundraising opportunities with charitable trusts and statutory bodies, assisting the ED in building relationships with donors and sponsors, managing sponsor and donor information and deliverables, and devising and organizing awareness or spot fundraising campaigns. In collaboration with the ED, this position will manage and track budgets and ensure that fundraising targets are met.

To encourage a successful performance of the duties of the Program & Development Coordinator, this position is considered an integral member of the BSFI staff who is also involved in the day-to-day work of the Institute including the following activities:

- ***Program Coordination:*** The Program & Development Coordinator will assist the ED with coordination of programs in development and join collaborative staff efforts in the planning, organizing and execution of major Institute programs, including the Big Sky Film Series, DocShop, and BSFI's marquee event, the Big Sky Documentary Film Festival (BSDFF). Tasks may include research, outreach, recruitment, event production assistance, and special liaison during BSDFF.
- ***Communications:*** The Program & Development Coordinator may also be called upon to provide project-based media and communications

assistance, with ancillary duties including shooting and editing for various promotional needs and participating in online/social media content management. This position is also the main initial contact point for the Institute office, responsible for answering phone calls, voicemails and designated emails.

QUALIFICATIONS

This position requires excellent communication skills, both verbal and written, as well as the following:

- Ability to work independently, efficiently, and under deadline pressure
- Skilled at researching and strategy development
- Adept at people management, relationship building
- Administrative and organization skills including budget management, spreadsheet tracking, file management and basic office software proficiency
- Basic understanding of Adobe Photoshop, InDesign and Premiere preferred
- Knowledge of film production and industry encouraged

Success in this position requires a great interest in and commitment to the mission of the Big Sky Film Institute. This part-time position begins in June 2018.
Compensation DOE.

TO APPLY

Please submit a resume and cover letter on Indeed at the link below:

https://www.indeed.com/viewjob?t=program+development+coordinator&jk=60ee8ecd744fbb63&_ga=2.59367085.1817575942.1525114892-1547145526.1520882964

ABOUT BIG SKY FILM INSTITUTE

Rooted in the heart of the mountain west, The Big Sky Film Institute nurtures and elevates non-fiction films that have the power to transform our world, our culture, our youth and ourselves. The mission of BSFI is to celebrate and promote the art of nonfiction filmmaking, and to encourage media literacy by fostering public understanding and appreciation of documentary film. The Big Sky Film Institute, Inc. is a 501(c)(3) non-profit organization. Major programs include the Big Sky Film Series, DocShop and the Big Sky Documentary Film Festival. Now entering its sixteenth year, BSDFF is established as Montana's premier cinema event and the largest documentary film festival in the American West. A prolific 10-day event held every February in Missoula's historic theater, The Wilma, and neighboring venues, BSDFF lights up western Montana with over 150

extraordinary films from across the globe. Hundreds of filmmakers, industry professionals, and 20,000 highly engaged filmgoers attend screenings, live events, educational programs and film industry forums. Our ambition is to bring stories from across the globe to our beautiful mountain town, create a vibrant, quality event that gathers our engaged community, and expand the knowledge and conversation around issues that matter.