



Job Description

The Arab Film Festival (AFF), a San-Francisco based non-profit organization, currently seeks a full time Executive Director (ED) to assume responsibility for the daily management and strategic oversight of the organization. This position offers an opportunity to lead a dynamic, respected organization that facilitates public understanding of Arab culture and dispels negative stereotypical images. Entering its 16 season, the Festival showcases the most talented Arab filmmakers from around the world for their stories of beauty, drama, love and loss: real human stories that build bridges across the major rifts of our era.

The Executive Director works in close partnership with -and reports to- the Board of Directors. The ideal candidate will share a passion for the mission of the Festival and possesses demonstrated success in non-profit management, fundraising, grant writing, volunteer coordination, and community relations. Knowledge of film culture or experience working in the Arab community is a plus. The role requires exemplary verbal and written communication skills, public speaking and interaction with community members and donors. Candidate must have the ability to create and manage an annual budget as well as develop annual fundraising initiatives. The ED will be responsible for building a strong support team of staff and volunteers. The job is based in San Francisco, California.

Job Responsibilities

- Management and preparation of activities for annual film festival, including timeline development and tracking; flexible hours may be required due to contacts in different time zones
- Management, development, and coordination of Festival staff, consultants, and volunteers. Staff ranges in size from 4 - 6 individuals.
- Ensure team cohesion and adherence to timelines
- Development of marketing and promotions plan
- Develop annual budget, track expenditures and manage overall budget closely with accountant
- Develop fundraising operating plan: including grant writing, corporate and community sponsorship, advertising solicitation, and donor membership programs
- Execute strategic initiatives as agreed to with Board of Directors
- Prepare monthly/quarterly reports of financials and deliverables to be presented to the Board of Directors

General office coordination and management
Liaise with community partners (Arab-American community, arts organizations, and other film festivals), donors, volunteers and other relevant parties

Qualifications

Passion for the mission of the Festival, experience with film making and/or film festivals, and/or background in non-profit management
Minimum education BS/BA; project management experience highly desirable
Supervisory and/or managerial experience
Strong organizational skills
Understanding of the complexities of the Arab World, with fluency in Arabic preferred
Experience with the Arab-American community preferred
Excellent written and oral communication skills
Ability to work closely and collaboratively with a variety of constituencies, i.e. board, membership, donors, foundations, volunteers
Fundraising, development experience, and grant writing experience highly desirable
Ability to work within budgetary constraints and firm deadlines

Compensation & Benefits

Salary of \$50,000 annually with growth opportunities. Benefits are provided.

Start Date

Position opens February 1, 2012 and will remain open until filled.

Contact Information

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Interested and qualified candidates should forward a cover letter, resume and references to: affedjob@gmail.com