

Newbury Film Series - Spring 2007

EXECUTIVE DIRECTOR: JOB DESCRIPTION AND QUALIFICATIONS

Ideal candidate:

The Board of Directors is searching for a candidate familiar with Boston's philanthropic community, a strong background in fundraising, and a passion for youth education and social services. The position is part time, offering a flexible schedule, suitable for a working professional, especially one who aspires to eventually run a not-for-profit organization.

Position overview:

The ED is responsible for board development, fundraising, and communications, while creating and implementing a strategic vision for the organization's future.

Compensation and Opportunities:

- Annual \$5,000 stipend with potential merit bonus based on meeting fundraising goals
- Being part of a community-oriented organization that offers effective and unique programs to underserved communities throughout greater Boston
- Gain experience to lead your own not-for-profit
- Network with a diverse board, and business and civic leaders in the community

SPECIFIC DUTIES

Leadership:

- Develop and facilitate a multi-year strategic plan to obtain growth and sustainability through sponsorship and partnerships with area businesses, organizations, and media outlets
- Recruit high profile board members, including educators, civic leaders, corporate executives, and not-for-profit leaders

Fundraising:

- Propose annual budget to board and lead the implementation of fundraising strategies
- Research and prepare proposals for funding from private foundations, corporations, state and federal agencies, and private citizens
- Secure in-kind sponsorships (i.e. venues for events, printing, equipment, and catering)

Community and Public Relations:

- Oversee and write communications for quarterly e-newsletters, website, press releases, and print materials
- Inspire people to support NFS through leading onsite visits to program sites
- Represent the organization at public meetings, panels, associations, and conferences

Programming:

- Work closely with the Program Director to maintain a strong client focus, ensuring that NFS is delivering highly valued, effective programs and services to its primary constituency – low income urban youth and independent digital media artists
- Pursue local and regional partnerships with other organizations when such partnerships help to better achieve NFS' objectives

Qualifications:

- Fundraising knowledge - experience with grant-making institutions & processes - familiarity in building and nurturing major donors

- Business skills including strategy implementation, non-profit finances, and operational management
- Experience managing a small volunteer lead staff
- Ability to implement creative approaches to leveraging minimal resources