

**AMERICAN FILM INSTITUTE**  
**JOB DESCRIPTION**

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**POSITION:**               **Manager, Strategic Partnerships - Fulfillment**  
**DEPARTMENT:**       **Advancement**  
**LOCATION:**           **Los Angeles Campus**

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**PRINCIPAL RESPONSIBILITIES:**

The Manager, Strategic Partnerships works closely with the Senior Director, Strategic Partnerships to manage AFI's partner fulfillment program and AFI's corporate giving program in support of the Institute's operations, exhibition programs, the AFI Conservatory, AFI Special Events and special projects. In addition, the Manager supports the Senior Director in researching, cultivating, soliciting and stewarding corporate sponsors and donors.

**PRINCIPAL DUTIES:**

**(1) FULFILLMENT**

- Manage the fulfillment program across the Institute to ensure that the guaranteed benefits and recognition for all partners; including corporate donors, sponsors, media partners, cultural partners and in-kind sponsors are received and properly executed by AFI's creative, web, social media, press, box office, photography, productions, finance and database teams.
- Manage all in-kind contributions and serve as a clearinghouse for all institutional needs.
- Manage all creative and communications approvals with sponsor representatives and agencies.
- Manage and deliver sponsor hospitality benefits for all Institutional events and programs by working directly with the AFI Special Events team and the AFI Festivals team.
- Develop specific shot lists with sponsors and oversee the AFI photographers onsite to ensure that photos of activations, events, onsite logo placements, and brand visibility are taken and delivered to sponsors promptly.
- Oversee final reporting to AFI institutional donors to ensure a detailed record of direct benefits and receipt of their support.
- Oversee database, files, payment schedules and contracts for institutional support. Perform follow-up to gather all information to ensure payments are received and the most current information is captured.

**(2) AFI CORPORATE FUND**

- Manage the AFI Corporate Fund program, including research, development and maintenance of prospect lists, outreach, cultivation of Vice Chairs and Corporate Members and creation of proposals and presentations to viable prospects.
- Responsible for securing new Vice Chairs and Corporate Members and renewing current Vice Chairs and Corporate Members to meet annual fundraising goal.
- Oversee corporate membership program to ensure that all Vice Chair and Corporate Member benefits and recognition are provided.

- Oversee payment schedules, invoicing and perform appropriate follow-up throughout the year.

### (3) SPONSORSHIPS

- Create an active pipeline of prospects through identification, research and tracking of corporate sponsor activity.
- Oversee the Festivals Sponsorship volunteers' duties with a keen eye for prioritization. Work directly with the Festivals Volunteer Manager to identify and assign volunteers to assist with sponsorship related duties.
- Create sponsorship Return on Investment packages and other reports requested by sponsors.
- Perform other duties and responsibilities as assigned.

### **EXPERIENCE/SKILLS REQUIRED:**

- Bachelor's degree required.
- Minimum three years of fundraising, partnerships or marketing experience.
- Experience working with a broad base of leaders and in the training, managing and motivating of key volunteers.
- Demonstrated success in the cultivation, solicitation and stewardship of corporate donors and sponsors.
- Strong leadership, time management and multi-tasking skills, coupled with the ability to work independently and with minimal supervision.
- Exceptionally detail-oriented with the proven ability to handle numerous tasks with appropriate follow-up and reporting activities while not losing sight of the big picture.
- Exceptional organizational and project management skills, including the ability to manage multiple high-level projects and priorities simultaneously.
- Excellent oral and written communication skills with the ability to convey complex concepts and procedures in simplistic terms.
- Excellent computer and database management skills with strong knowledge in Keynote, Microsoft Word, Excel and PowerPoint. Familiarity with the Raiser's Edge and Tessitura database is a plus.
- Genuine interest in film and support of AFI's mission with natural ability to articulate this mission to others.
- A positive and professional attitude with the ability to work as a member of a high-energy, results-oriented team.
- Strong diplomacy skills and professionalism are mandatory; including the ability to maintain complete confidentiality and discretion.
- Ability to work calmly under pressure.
- Knowledge of local media and film community a plus.

### **SUPERVISION:**

The Manager, Strategic Partnerships performs all duties and responsibilities under the guidance and supervision of the Senior Director, Strategic Partnerships.