JOB POSTING - EXECUTIVE DIRECTOR
Date of Hire: Open until filled
Full-time, at will, exempt position
Reports to Board of Directors
Salary: $65 - 75,000 (including benefits)

FilmScene is currently looking to fill the position of Executive Director. This person must be able to build on the successes of FilmScene, serve as the public face and fundraising lead for the organization, work cooperatively with a Board of Directors, and manage/work with a staff, a steadily growing group of volunteers, and a growing membership. This is an exciting opportunity to join a thriving art house cinema in Iowa City, the Greatest Small City for the Arts in America.

The Executive Director reports to the Board of Directors, works with the Creative Director, supervises a staff of 25, works with over 50 community groups and organizations, and supports a membership of over 1700 members.

FilmScene is a nonprofit organization dedicated to enhancing the cultural vitality of the Iowa City area through the presentation and discussion of film as an art form. With programming that entertains, inspires, and educates, FilmScene works to connect the community through film. In September 2019, FilmScene opened a new, world-class cinema in the first floor of the Chauncey Building. This highly visible location operates three screens with over 200 total seats. The organization also maintains its original home on the Pedestrian Mall with two screens and 80 seats. During the spring, summer and fall months, FilmScene also offers a second venue for outdoor roof-top film showings.

In its first six years of operation, FilmScene has generated wide-ranging support and enthusiastic audiences from Iowa City and the surrounding areas as well as from University of Iowa students, faculty and staff. Special events, repertory selections, arts education, filmmaker support and community development are all program areas of prime importance to FilmScene. The major new initiative facing FilmScene in the immediate future is the launch of the ReFocus Film Festival, to debut in September 2020.

FilmScene partners with the Bijou Film Board of the University of Iowa and also works closely with community organizations such as the Englert Theatre, the University of Iowa Museum of Art, the Iowa City Area Chamber of Commerce, and the Downtown Association.
EXECUTIVE DIRECTOR JOB DESCRIPTION/RESPONSIBILITIES

FilmScene is seeking an Executive Director skilled in the areas of fundraising, non-profit Board development and support, organizational management, staff management, human resource management, and community relations.

- Responsible for the overall leadership of FilmScene; manages the day to day administration of the organization; oversees all aspects including operations, fundraising, membership, programming, marketing and public relations.
- Develops both short and long-range fundraising strategies for the organization; identifies funding resources and drives all contributed income activities including sponsorships, annual giving, capital campaigns, and membership drives.
- Develops strong relationships with individual, business and corporate donors; manages all donor communications.
- Serves as the primary public face of FilmScene in the community as well as the media; ensures the mission and programs of FilmScene are well represented throughout the community.
- Continues to develop FilmScene’s position as a national leader in Art House Cinema
- Works with senior staff to develop organizational goals; sets yearly calendar and objectives.
- Cultivates and supports a strong Board of Directors; works closely with Board Chair; works to maintain a productive relationship between board, staff and volunteers; works with the Executive Committee of the Board.
- Ensures sound financial planning and fiscal management; works with the staff to prepare a budget for board approval; manages the organization’s resources within budget guidelines.
- Manages the human resources of the organization; maintains a culture conducive to staff and volunteer development and growth; develops a work environment that attracts, motivates, and works collaboratively with a highly skilled and diverse staff.
- Works closely with the Bijou Film Director and Board which is funded by student activity fees; maintains excellent relations with the University of Iowa.
- Creates positive and supportive partnerships within the community and the university; creates an environment and a flexible facility that promotes educational and programming partnerships.

REQUIRED SKILLS AND EXPERIENCE

The ideal candidate will possess the following skills and experiences:
- Masters degree or Bachelors degree with substantial experience
- At least 3 years of experience working in management, arts administration or the non-profit sector
- Strong leadership and management skills
- Strong fundraising and grant writing experience
- Strong experience in developing and managing donor relations
- Public speaking skills and excellent written and verbal communication skills
- Previous experience working with Boards of Directors, hiring and evaluating staff, and partnering with community groups and organizations
- An understanding of and appreciation of FilmScene's mission
- Familiarity with the operation of Film Festivals is desirable
- A passion for film and education outreach through film

To apply, send a cover letter and resume to the attention of the FilmScene Board of Directors at jobs@icfilmscene.org
Preference will be given to applicants who apply by February 15th, 2020. We will notify select applicants to schedule an interview. The position of Executive Director will be open until filled.

FilmScene is an equal opportunity employer and does not discriminate in employment.