



Job Description

JOB TITLE: Managing Director, MIFF
REPORTS TO: Executive Director
DEPARTMENT: MIFF
FLSA STATUS: Exempt
PREPARED BY/DATE: Jennifer C. Brito/11/06/MDL 4/4/08

JOB CODE: 0706
JOB GROUP: PEC
SALARY GRADE: 19
REVISED: 11/03/2006
APPROVED BY/DATE:

SUMMARY:

The Managing Director is responsible for providing leadership in the business, financial, and development functions of the Miami International Film Festival (MIFF). The Managing Director builds key alliances in the business and arts community, shares responsibility for fundraising, and works collaboratively with the Artistic Director and ensures that the organization's financial resources are used prudently and effectively.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Oversee the budget, staffing and administrative operations of the MIFF.

Ensure sound financial management of the organization by prudently managing the organization's resources and develop the MIFF's annual budget while ensuring all financial compliance and reporting activities are carried out according to current laws and College standards.

Manage and facilitate all logistic and production functions for the Festival (i.e. technical coordination, transportation, lodging, communications and venues).

Collaborate with the Artistic Director in creating and implementing strategic plans for the organization.

Collaborate and participate as an active partner with the Artistic Director in balancing the artistic initiatives of the MIFF with financial realities.

Participate, with the Artistic Director, in fundraising, membership, corporate sponsorships, government and foundation grants cultivation/solicitation opportunities and spearheading efforts to solicit increased funding for the MIFF.

Serve as a spokesperson for organization.

Oversee all public relations, press, marketing and advertising strategies, with the Director of Marketing.

Assume responsibility for the management of the human resources of the organization.

Hire and manage all organizational personnel, including development, financial and operational staff.

Serve as liaison to the College on all MIFF activities.

Perform other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of accounting principles, practices and procedures
- Knowledge and skill in communicating effectively utilizing public relations and marketing principles and practices.
- Excellent organizational and communication skills (both oral and written).
- Skill in budget preparation.
- Skill in examining and re-engineering operations and procedure, formulating policy, and developing and implementing new strategies and procedures.
- Skill in performance management and employee development.
- Ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to develop and deliver presentations.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, community organizations and the general public.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the noise level in the work environment is usually loud.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to reach with hands and arms. The employee is regularly required to walk; stand; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 20 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

MINIMUM QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Master's degree in Business Administration, Marketing, Public Relations or related field and six (6) years of experience or a Bachelor's degree in related field and ten (10) years of experience.