



Position Title:	Manager		
Reports To:	Director, MIFF		
Department:	Miami International Film Festival	Job Code:	0128
Prepared By/Date:	Elizabeth Freeman/7-23-2010	Job Group:	PEC
Approved By/Date:	Dr. Mercedes Quiroga/7-23-2010	Salary Grade:	16
Revised:	Jennifer C. Brito/7-29-2010	FLSA Status:	Exempt

Summary:

The Manager of the Miami International Film Festival is responsible for solicitation and closing of all grants and corporate sponsorships, including government & provides foundations in-kind sponsorships, cash and discounts. The Manager is also responsible for oversight of all fulfillments relating to sponsorship agreements, including ticketing, branding, specialty benefits, advertising and access.

Essential Duties and Responsibilities:

- Raises funds needed for operation of the Festival from foundations and corporate sponsors
- Raises in-kind goods & services needed for operation of the Festival, including: F&B for parties, hospitality, advertising, equipment, venues, printing, air fare, ground transportation
- Fulfills all benefits of grants and corporate sponsorships agreements, including: tickets, advertising, branding, signage, events, valuation reports
- Communicates and tracks other benefits to be fulfilled by other departments as required by agreements
- Develops alternate revenue streams
- Creates and increases year-round membership benefits for Miami Film Society
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Strong knowledge of the business community (local and national)
- Knowledge of corporate benefits package creation, solicitation and negotiation
- Knowledge of Microsoft office software and specific computer programs related to area of responsibility.
- Knowledge of obtaining sponsorships and skill in grant writing
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
- Excellent organizational and communication skills (both oral and written).
- Ability to multi-task and prioritize assignments
- Ability to effectively present information to groups of managers, clients, customers, and the general public.
- 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.

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

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 stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

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

Essential Personnel:

Non-essential

Minimum Requirements:

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

- Bachelor's degree and seven (7) years' of related experience or Master's degree and three (3) years' of related experience.
- Minimum seven (7) years of corporate fundraising experience
- Minimum five (5) years of grant writing experience
- Minimum three (3) years of fulfillment experience

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name