



LIGHTS. CAMERA. HELP.

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Lights. Camera. Help.

Job Description for Part-Time Executive Director

The Austin-based nonprofit organization, Lights. Camera. Help. is seeking a part-time, experienced non-profit leadership professional to lead as Executive Director of our growing organization. The Executive Director will have the primary responsibility of working with Board and staff to guide the organization toward reaching its strategic goals, maintaining board excellence, running events, social and digital marketing and outreach, and securing diverse funding resources to carry out the mission successfully. Responsibilities include:

Operations

- Running the day to day operations of the organization
- Ensure fiscal integrity of Lights. Camera. Help., to include development of a realistic and achievable annual operating plan and annual budget, monthly financial statements that accurately reflect the financial condition of the organization, and submission of budgets and financials to the Board of Directors for review and approval.
- Responsible for fiscal management that anticipates operating within the approved budget, ensures maximum resource utilization, and maintains the organization in a positive financial position.

Program administration

- Produce bi-annual Reel Change Film Frenzy Event including all event logistics
- Manage volunteer staff (Communications and event production)
- Solicit and manage sponsorships for the event
- Manage and fulfill the event sponsorships

Fundraising and Communications

- Formulate a comprehensive fundraising plan that ensures adequate, diverse funding sources are available to carry out AVANCE-Austin's mission and plan for strategic growth.
- Actively engage and energize AVANCE volunteers, board members, event committees, alumni, partnering organizations, and funders to achieve fundraising and marketing goals.
- Seek out and develop new sources of revenue through grant proposal writing, special event planning, and individual donor cultivation, and solicitation. Maintain sources through effective stewardship.
- Deepen and refine all aspects of communications — from web presence to external relations with the goal of creating a stronger brand.

We expect this position to continue and grow over time as Lights. Camera. Help. moves forward into its next phase. The ideal candidate will have the following skills:

- A passion for nonprofits, film, and the connection between the two.
- Experience in event production from soup to nuts.
- Proven track record in soliciting event sponsorships.
- Excellent organizational and communications skills.
- The ability to build consensus and enact a detailed plan.
- Good time management.
- Computer literacy and fluency in Google Docs, email, and Wordpress.
- Self-motivation and a desire to build something spectacular.

Compensation: TBD with candidate. This position will start as a part-time position with a full time opportunity. We are dedicated to hiring our first full time executive director and working with this individual to secure the necessary annual funding.

You will not be in this effort alone. Your support system includes 6 board members and 4 active and engaged volunteers. To apply for this position, please send a cover letter and resume to board@lightscamerahelp.org.

You can learn more about us here: <http://www.lightscamerahelp.org/about-us/>

You can learn more about the Film Frenzy here: <http://www.lightscamerahelp.org/our-work/film-frenzy/>