



Rocky Mountain Women's Film

2727 N. Cascade, Suite 140
Colorado Springs, CO 80907

Rocky Mountain Women's Film is seeking an Executive Director.

All applicants should e-mail their résumé to Emily Dean Kim, RMWF Board President, at careers@rmwfilm.org. No phone calls please.

OVERVIEW

Rocky Mountain Women's Film (RMWF) seeks a visionary and experienced Executive Director to serve as the chief administrator, providing leadership and implementing policies and programs to carry out the work of the organization. The Executive Director will have overall strategic and operational responsibility for RMWF staff, volunteers, programs, expansion, and execution of its mission. The Executive Director inspires staff and volunteers to achieve organizational goals and maintains positive relationships with the Colorado Springs community, festival patrons, filmmakers, sponsors, donors, and other cultural and non-profit organizations. The Executive Director furthers the organization's mission to "build community around film by elevating the stories of women and others who are often unheard or unseen."

The ideal candidate is a strong leader and strategic thinker. The Executive Director will bring passion for films, filmmaking, the independent film movement and the networks that support it; significant development and fundraising experience; knowledge of non-profit legal and financial practices; enthusiasm for and experience in connecting narrative, audience and technology; and a proven ability to cultivate support for the organization's artistic goals and priorities. The Executive Director is accountable for achieving all the major organizational goals and objectives of Rocky Mountain Women's Film.

These objectives are achieved by working closely with staff and a team of Corps volunteers. The Executive Director is responsible for continuing to expand the mission of RMWF by leveraging relationships and networks to work across private, public, and

corporate sectors. The Executive Director is responsible for maintaining a strong working relationship with the Board of Directors.

The RMWF Executive Director reports to the Board of Directors.

Direct reports: Artistic Director, Technical Director, development and marketing staff, as well as contracted and temporary employees.

ROLES & RESPONSIBILITIES:

The Executive Director is committed to effectively leading this organization as well as strategically growing RMWF for future generations of film-lovers. The Executive Director will cultivate and maximize staff and volunteer resources while also better positioning RMWF financially and strengthening the national reputation of the organization. Key responsibilities include:

Leadership

Provide imaginative, innovative and energetic leadership.

- Participates with the Board of Directors in developing a clear vision and strategic plan to guide the organization.
- Implements all aspects of the organization's operational policies, procedures, and strategic objectives.
- Informs the Board of Directors of internal and external issues that affect the organization. Acts as an advisor to the Board of Directors on all aspects of the organization's activities.
- Fosters effective teamwork with the Board.
- Acts as a spokesperson, along with the Board President, for the organization, serving as a leader within the film festival landscape and in the Colorado Springs arts community.

Fund Development

Determine tangible goals for both contributed and earned revenue (including sponsorships, grants, donors, etc.), grow existing revenue, develop new revenue opportunities, and evaluate effectiveness of marketing and giving campaigns.

- Secures individual gifts and sponsorships.
- Grants - writes and manages grants throughout the year.
- Corporate Sponsorships - develops and pursues leads; has demonstrated ability to "sell" corporate decision makers.

Human Resources Management and Staff Development

Attract and retain the best talent available for a world-class organization.

- Coach and mentor, empowering both paid and volunteer staff.
- Design and execute annual retreat/professional development opportunities for, staff, Corps, and Board members
- Direct supervision of staff and contractors.

Program Planning and Management

Ensure that the programs and services offered by the organization contribute to the organization's mission, are creative in nature, of high quality, reflect the priorities of the Board and the strategic plan, and are efficiently managed.

- Oversees the day-to-day delivery of the programs and services of the organization to maintain or improve quality.
- Collaborates with the Artistic Director to oversee and manage the presentation of the annual Rocky Mountain Women's Film Festival. Works with staff, volunteers and the Board to produce a revenue-generating Festival. In addition to the screening of films, the Festival includes a series of panels and after-hours events.
- Creates and executes strategy to ensure fiscal sustainability to support year-round programming to keep RMWF visible to the public and achieve the organization's mission.
- Secures sponsorships to support the annual Filmmakers Retreat, and partners with the Artistic Director and volunteers to select participants.
- Oversees the management of staff supporting special events throughout the year.

Operational Management

Oversees the efficient, effective and professional day-to-day operation of the RMWF team.

- Develops an operational plan that incorporates goals and objectives that work towards the strategic direction of RMWF while maintaining an approved budget.
- Determines staffing requirements and oversees the day-to-day management of RMWF personnel.
- Establishes a positive, healthy, and safe work environment in accordance with all appropriate legislation and regulations.

- Maintains positive and productive relationships with staff and volunteers and assures completion of their assigned tasks.
- Implements a performance management process for all staff that includes monitoring the performance of employees on an on-going basis and conducting an annual performance review for each.
- Ensures that files are securely stored, privacy/confidentiality is maintained, and data is backed up on a regular basis.
- Maintains contracts and corporate records (including by-laws, articles, minutes of meeting) online and in the office and available for review.
- Ensures that the Board of Directors and the organization carry appropriate and adequate insurance coverage.

Financial Planning and Management

- Drafts and submits the annual operating budget to the Board Finance Committee. Makes and executes decisions to operate within the approved budget and to maintain a stable and strong financial position.
- Works to secure adequate funding for the operation of the organization.
- Approves expenditures within the authority delegated by the Board.
- Ensures that sound bookkeeping and accounting procedures are followed.
- Administers the funds of the organization according to the approved budget and monitors the monthly cash flow of the organization.
- Works with a contracted CPA to provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization.
- Ensures that the organization complies with all legislation regarding taxation and withholding payments.
- Works with a contractor to ensure the organization's 990s are appropriately filed.

Public Relations

- Is responsible for the RMWF brand and collaborating with the Board of Directors to re-invent the brand as is appropriate and necessary.
- Ensures that stakeholders are informed about the work of the organization and identifies changes in the community served by the organization.
- Establishes good working relationships and collaborative arrangements with community groups, funders, elected officials, and other organizations to help achieve the goals of the organization.
- Oversees marketing staff to ensure the website is maintained, monitored, and updated.
- Oversees all promotional materials and products.

QUALIFICATIONS:

The ideal candidate will have:

Skills and Abilities

- Excellent management and leadership skills, ideally in a related arts/film sector.
- Strong skills and demonstrated success in fundraising and grant-writing.
- Flexible, adaptable, organized, with multi-tasking abilities, working well under pressure.
- Self-directed, takes initiative, possesses creative problem-solving skills.
- Excellent time management skills and ability to manage and deliver on competing deadlines.
- Creativity and eagerness to collaborate with the Board and staff.
- The ability to translate broad vision and plans into specific objectives oriented towards results.
- A record of leading successful development/fundraising programs and proven financial savvy, including familiarity with nonprofit budgeting and financial reports.
- Experience in business planning and non-profit financial management.
- Excellent verbal and written communication skills.
- Bachelor's degree or equivalent in experience related to nonprofit management, arts/film, business or public administration.
- Demonstrated experience at a senior leadership level in an arts organization of comparable quality, size, and reputation.
- Prior experience working with a Board of Directors.
- Demonstrated experience as an accomplished convener with strong interpersonal skills, persuasive presentation, and public speaking skills.
- Prior experience and knowledge of the independent film industry, including new and emerging technologies, and trends around distribution, engagement, and outreach is not required but is an advantage.

Salary and Benefits

RMWF provides a competitive salary and compensation package.

Full-time Exempt

Hours: Approximately 2080 including night and weekend events.

Time Off: Eligible to take flexible paid time off for holidays for a total of 10 days.

Additional paid time off will total 25 days and may carry over no more than two weeks from year to year.

Salary Range: \$80,000 - \$100,000; Salary is commensurate with experience.

Eligible for reimbursement of up to \$400 per month for qualified medical expenses as defined in the RMWF QSEHRA.

Equal Opportunity Employer

Rocky Mountain Women's Film is an equal opportunity employer. We celebrate and respect diversity and are committed to creating an inclusive environment for all employees. We do not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.