

**Southern Oregon Film Society  
dba the Ashland Independent Film Festival (AIFF)  
Executive Director Job Description**

The executive director reports to the board of directors and serves as the chief executive of the AIFF, responsible for planning, managing and executing the operations of the organization in keeping with its mission, vision, values and strategic plan.

**Leadership**

- Develop a clear vision and strategic plan to guide the organization.
- Evaluate internal and external issues that affect the organization and recommend appropriate action.
- Act as the spokesperson and primary representative for the organization.

**Development**

- Direct all fundraising efforts on behalf of AIFF.
- Secure grants, sponsorships, donations and other income to meet budgeted goals.

**Programming**

- Ensure the highest level of artistic content and presentation of the annual festival and special events.

**Program Planning and Operational Management**

- Ensure that all programs and services offered by the AIFF support the organization's mission and values.
- Supervise the delivery of the programs and services of the organization to maintain or improve quality.
- Develop, recommend and execute an approved staffing and compensation plan that supports AIFF operations.
- Implement all personnel placement activities, performance evaluations and terminations in accordance with the organization's personnel policies and existing employment law.
- Oversee the volunteer program.
- Create and maintain a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations.
- Foster positive and productive relationships with and among staff and volunteers.

## **Financial Planning and Management**

- Prepare a comprehensive budget for review and approval by the board of directors.
- Secure earned revenue to meet budgeted goals.
- Approve expenditures within the authority delegated by the board.
- Ensure that fiscally responsible bookkeeping and accounting procedures are followed.
- Direct the organization's financial operations according to the approved budget and awarded grants.
- Provide the board of directors with accurate, comprehensive and regular reports on the revenues and expenditures of the organization.
- Ensure that the organization complies with all legislation covering taxation and withholding payments and non-profit law.

## **Public Relations**

- Promote AIFF events through a comprehensive marketing and media plan.
- Communicate with stakeholders to keep them informed about the organization.
- Establish collaborative relationships with community leaders and groups in support of the strategic plan.
- Direct staff and contractors to maintain, monitor and update the website and other online presence.
- Oversee the design and production of all of the AIFF's publications.

## **Qualifications**

- Three or more years of nonprofit experience
- Three or more years of management experience
- Bachelor's degree
- Demonstrated organizational leadership and strategic planning skills
- Experience working effectively with board of directors
- Proven ability to develop and maintain strategic relationships in the community
- Financial management and budgeting experience
- Proven track record obtaining public and private grants, major gifts, donations and in-kind support
- Excellent written and oral communication skills
- Ability to supervise and motivate staff
- Ability to motivate and work effectively with volunteers
- Excellent computer skills
- Physical ability to lift 40 pounds or more, climb flight of stairs and work at computer for extended periods of time