

JOB DESCRIPTION

Title: Membership & Individual Giving Program Manager

Status: Full-time Exempt

This position is included in a union-represented collective bargaining unit, and specific terms and conditions of employment are subject to collective bargaining with the union.

Reports to: Director of Development & Partnerships

Salary: \$72,000

The International Documentary Association (IDA) is a 501(c)(3) organization that provides funding, education, resources and services to filmmakers, creates community across a diverse nonfiction field, and defends the rights and freedoms of documentary artists, activists, and journalists around the world. Reporting to the Director of Development and working closely with the Development, Events, and Communications teams, the Membership & Individual Giving Manager will execute IDA's membership engagement strategies and be directly responsible for the management of all data and processes related to membership recruitment and retention. The Manager will also oversee the operations and logistics of all member engagement and member mixer events. This position will collaborate closely with the Director of Development to execute fundraising strategies and events to expand IDA's major donor program.

About The IDA

Founded in 1982, the International Documentary Association (IDA) is a nonprofit 501(c)(3) organization that supports the vital work of documentary storytellers and champions a thriving and inclusive documentary culture. Through its programs, the IDA provides resources, creates community, and defends the rights and freedoms of documentary artists, activists and journalists. In service of our mission, IDA provides production and development grants directly to documentary filmmakers and helps them fundraise for their project through our Fiscal Sponsorship Program.

IDA is dedicated to the vision of a world where documentary creators flourish. Through our work, we connect audiences with the best of the form, provide resources, create community, and defend the rights and freedoms of documentary artists, activists and journalists around the globe. We do this work because we believe that documentaries enrich and deepen our culture, fostering a more informed and connected world.

To learn more about the IDA's work and impact, please visit us at <https://www.documentary.org/about-us>

About the Opportunity/Job Summary:

Key Responsibilities

Membership (60%)

- Manage processing of all memberships, renewals, and upgrades, including updating and maintaining database records

- Work with Development and Communications team to plan and implement fundraising campaigns for member acquisitions, renewals, and upgrades
- Manage all aspects of IDA's Group Membership program, including contract delivery and benefit fulfillment for Institutional, Organizational, and Corporate members
- Process monthly membership reports
- Prepare data files and generate mailing lists for membership mailings and events
- Oversee creating and mailing weekly membership letters and cards
- Work collaboratively with Accounting department to process membership transactions, reconcile revenue and resolve payment issues
- Write and deliver monthly member e-newsletter with support from Communications team
- Organize and execute member mixers in Los Angeles, and work with senior and program staff to identify opportunities to engage members at festivals, industry events and in other hub cities where staff are present
- Work collaboratively with Communications Manager to solve technical problems

Individual Giving (30%)

- [new bullet] Research prospects and develop a pipeline of existing and new donors.
- [new bullet] Develop cultivation strategies for the acquisition of new donors and implement these strategies cultivate and solicit donors.
- [new bullet] Populate and manage a portfolio of donor prospects to be managed by the Director of Development, Executive Director, volunteers, and members of the Board of Directors.
- [new bullet] Independently manage a portfolio of donors and prospects of your own.
- [new bullet] Supervise and direct solicitations by the organization's leadership.
- Work with Director of Development to develop and implement donor recognition and stewardship events to connect current and prospective donors to the IDA
- Work with Director of Development to establish affiliate donor groups
- Identify lapsed donors and conduct appropriate engagement activities including personal contacts, emails, and invitations
- Oversee creating, printing, and mailing weekly donation letters
- Manage monthly donation reports and invoices
- Manage donor recognition lists on IDA website, print magazine, and annual reports

Other Development Responsibilities (approximately 10%):

- Prepare development documents for printing and mailing
- Maintaining accurate files and records for individual giving portfolios
- Other duties as assigned

Competencies:

- Able to communicate effectively with the public about the IDA
- Up-to-date understanding and knowledge of both traditional and new approaches to fundraising and marketing, and ability to navigate and work within a shifting landscape

- Able to see the big picture, connect priorities and initiatives together, provide strategic, innovative thinking to “connect the dots” around key event components, and ensure alignment with IDA’s messaging and goals
- [new bullet] Think and act strategically to develop relationships that achieve organizational goals
- Organized with excellent attention to detail
- Strong writing, editing and proofreading skills
- Excellent planning and project management skills, and ability to take initiative, set and respond to priorities, and drive projects forward from conception to completion
- Able to work collaboratively across departments to effectively implement development and communication goals and strategies
- Able to communicate accurately and clearly both orally and in writing, and in both interpersonal and group communication
- Able to communicate and work effectively with a diverse range of constituents, including sponsors and major donors, and tailor communication style to a variety of audiences
- Positive can-do attitude and willingness to go the extra mile to get the job done
- Excellent judgment, with the ability to employ critical thinking and proactively seek the context needed to make good decisions
- Calm and focused under pressure and in rapidly changing circumstances

Qualifications:

- BA / BS in relevant field (Business, Humanities, Social Sciences) or equivalent experience
- Three plus years progressive professional experience in fundraising, membership, nonprofit administration
- Experience with CRM softwares (e.g. Neon, Raiser’s Edge), Databases and/or CRMs and working knowledge and understanding of social media platforms (Facebook, Twitter, LinkedIn, Instagram etc.)
- Demonstrated communication skills (verbal and written)
- A passion for documentary, willingness to learn about issues affecting the documentary community and to engage broadly with the field
- Excellent computer skills including proficiency in all Microsoft Office and Google G Suite applications

Location

IDA’s main office is located in Los Angeles, California. The role remains remote until it’s safe to return in accordance with local health guidelines.

How to Apply

Please fill out this form out this [IDA Employment Application](#) upload a letter of interest and a resume or CV. (if you are requesting

supplemental materials describe that here and note if they are optional or required)

Successful candidates must be legally eligible to work in the United States of America. IDA does not currently sponsor visas to work in the United States.

If hired, we require all employees to be fully vaccinated against COVID-19, unless a medical or religious accommodation is needed, as determined on a case-by-case basis.

To request accommodations for completing this employment application please contact access@documentary.org or call 818-618-9819.

The International Documentary Association is an Equal Opportunity employer. We are committed to diversity and inclusion in all aspects of our work, and to building an equitable and just organization that, at every level, reflects the diversity and vibrancy of the community we serve and our society as a whole. We provide equal employment opportunities to all employees and applicants for employment without regard to sex, race, color, age, national origin, religion, disability, genetic information, marital status, sexual orientation, gender, gender identity or expression, pregnancy or maternity, veteran status, or any other status protected by applicable national, federal, state or local law.