



Title: Executive Director
Reports to: Executive Committee/Board Chair
Job Status: Full Time, Year-round

Scope and Summary

The Executive Director serves as the strategic leader and public face of Film Festival Alliance (FFA), steering organizational direction through advocacy, field-building, and partnerships. The ED is responsible for advancing FFA's mission to serve film festivals and the people who run them by building a collaborative global community, advocating for a sustainable and inclusive independent exhibition ecosystem, and creating a powerful collective voice for the industry.

This role requires a leader who can balance multiple demands: managing staff and operations, cultivating board and committee effectiveness, growing contributed revenue significantly, representing FFA in the field, and advancing advocacy work that brings resources and attention to film festivals. Bi-annually, FFA and Arthouse Convergence (AHC) co-manage and produce a conference aimed at the entire film exhibition sector, IND/EX. The ED will play a major role in planning and implementing these conferences. The ED oversees a small but capable team and works closely with the Board of Directors to ensure organizational sustainability and impact.

Key Responsibilities

- **Project and Staff Management:** Serves as high-level project manager for the organization's work; collaboratively manages staff to set and achieve short and long-term organizational and individual professional goals; empowers staff ownership of projects and work
- **Advocacy & Industry Engagement:** Listens to and engages thoughtfully with emerging needs, challenges, and opportunities across the field; represents FFA at 4-6 major industry conferences and events annually (often multi-day commitments)
- **Fundraising:** Leads organizational efforts toward grant writing, sponsor proposals, and other contributed revenue goals
- **Industry Leadership:** Serves as the leadership face of the organization within the industry; promptly and warmly communicates with membership and stakeholders; develops relationships with allied organizations to create beneficial and strategic partnerships for FFA
- **Programming:** Sets strategic direction for FFA programs, ensuring alignment with short and long-term goals as well as financial parameters; participates in the execution of select programs; serves as FFA representative and decision maker for biannual IND/EX partnership with Art House Convergence
- **Board Management:** Facilitates board meetings, consent agendas, and communications with the board; guides board to effective work within expectations of their roles; works with Executive Committee on board nominations and other governance issues as needed
- **Financial Management:** Creates yearly organizational budget and sets financial goals in collaboration with staff leadership; manages to a balanced budget; identifies shortfalls and solutions when needed
- **Member & Community Partner Relations:** Maintains relationships with FFA's membership base of film festivals; cultivates community partnerships that advance FFA's mission; conducts relationship-building conversations with members and partners
- **Crisis Management & Problem-Solving:** Uses sound judgment consistent with FFA's values and practices; makes timely decisions, balancing consultation with decisiveness
- Performs other duties as needed

Qualifications



- Significant experience in the film festival or independent exhibition industry
- 5+ years experience in film festivals or comparable events
- Demonstrated experience managing and leading a team to success

Knowledge, Skills and Abilities

- Deep understanding of the film festival and independent exhibition terrain, positive relationships with key partners and players
- Robust understanding of non-profit leadership, including experience with fundraising and other nonprofit-specific activities
- Able to communicate and guide a variety of stakeholders (staff, board, partners, members) to success, using strong communication and empathy skills
- Demonstrated management and teambuilding skills, using principles of empowerment and professional development. Must also allow team members with specific skill sets to utilize said skill sets without micromanaging or interference
- Demonstrated project management talent, able to track details and big picture simultaneously to progress to goals and deadlines
- Must possess deep analytical and problem solving skills using judgment that is consistent with FFA's standards, practices, policies and procedures. Must also be able to use intuitive decision making skills more promptly, as needed.
- Past experience successfully managing multiple responsibilities simultaneously with competing deadlines. Ability to effectively identify and resolve problems in a timely manner and proactively develop alternative solutions.
- Must be a dynamic, resourceful, authentic, level-headed leader/professional with the confidence to express a strong point of view and provide honest feedback, and who can work collaboratively to drive the best results for our membership. Must also possess the ability to speak with/listen to a variety of personalities contained within our membership and industry.
- Adept with digital tools (gSuite or similar), Wordpress or similar, social media, ticketing platforms, etc.

Work Relationships & Scope

Reports to the Board President. Frequent contact with the Executive Committee and all FFA staff. Occasional interaction with other Board members.

The Executive Director possesses all decision-making authority around the organization's programming and hiring, goal setting and strategy implementation. Most of this decision-making is done collaboratively with input from staff and at times Executive Committee and Board President, and at times, certain decisions are left solely to the Executive Director – these are typically financial decisions that may not be explicitly accounted for in budget, final say on hiring contract workers, etc. The Board of Directors possesses sole authority to hire/fire Executive Director and approve annual budget as recommended by staff.

Work Environment/Physical Demands/Mental Demands

- Work is conducted remotely, with a geographically diverse staff.
- Ability to communicate with colleagues virtually (zoom, phone, etc.) due to geographic location
- Flexible working hours, though an ability to work across North American time zones and to work longer hours, evenings, and/or weekends (especially prior to and during key events) is required
- May need to travel to 2-3 festivals or industry gatherings to represent FFA
- Able to set clear boundaries between FFA work, other jobs and life responsibilities to create good working habits for the team
- Can communicate verbally with colleagues, vendors, patrons, and others
- Read/interpret electronic and paper documents



- Able to process and understand written instruction
- Able to operate a computer and other equipment

Acknowledgement

This job description outlines the general nature and level of work required of this position. It does not intend to imply these are the only duties and responsibilities assigned to the job. An employee in this role may be required to perform other job-related duties, as requested by the Board of Directors. All is subject to change and possible modification to address changing business conditions and to reasonably accommodate an individual with a disability.

We are deeply invested in finding the best candidate for the position, and that candidate may come from a less traditional background. If you do not meet 100% of the criteria but believe that you could excel in this role, we encourage you to apply.

FFA may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

Hours/Pay/Benefits

This role is a full time year-round role, with an annual salary range of \$75,000-\$85,000 paid on a semi-monthly basis. While the position is expected to average 40 hours a week, hours vary from week to week given the rhythms of the work and is exempt from overtime per FLSA federal guidelines.

Film Festival Alliance operates as a fully remote organization. All employees work remotely, with the flexibility to structure their workspace to suit their needs. FFA provides a one-time home office credit of \$500 after 60 days of employment, plus a monthly stipend of \$120 to offset mobile phone and internet costs.

Paid Time Off

Vacation: 10-20 days annually based on tenure (10 days in years 1-2, increasing to 20 days after 10 years). Full allocation available January 1st each year.

Sick Leave: 10 days per year, credited January 1st

Paid Holidays: 11 paid holidays including New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving and the day after, and Christmas Day

Holiday Breaks: Paid closure between Christmas and New Year's Day, plus typically one week in summer around July 4th.

California-based employees have access to a CalSavers retirement account. No employer match currently offered.

How to Apply

[Complete this application](#) and its requirements by November 16, 2025. Incomplete applications by this deadline will not be considered. All complete applications will be reviewed by the hiring committee (made up of FFA board members). All candidates can expect a status update or notification email by November 19, 2025.

Questions may be sent to hire@filmfestivalalliance.org and will be answered within two business days.

