

# GREENWICH INTERNATIONAL FILM FESTIVAL

## Chief Operating Officer

Greenwich International Film Festival (GIFF) is seeking Chief Operating Officer to join the GIFF team during this exciting time of change and growth.

### **Responsibilities include, but are not limited to:**

- Provide administrative support: answer phones, respond to or redirect email and mail, organize files, data entry, manage and update lists, keep the office calendar, organize contacts, and more
- Business:
  - Budgeting and accounting responsibilities
  - Monitor implementation of strategic and annual plans, working with staff and Board to regularly evaluate progress and update goals
  - Ensure compliance with the organization's fiscal policies, as well as applicable laws, regulations and funder
  - Assure appropriate technology planning for the organization's Information Technology needs
  - Perform other duties and responsibilities as assigned by Board and senior management
- Help with fundraising & development
- HR – recruit and train college interns, staff members, and volunteers
- Oversee event planning
- Attend staff events and meetings; be in the office for all important meetings (with media, sponsors, filmmakers, etc.), and for Board meetings and fundraising events. Take minutes.
- Organization: maintain staff list, password list and keys and protect confidential information
- Order office supplies and Festival supplies; Assist in addressing office equipment issues and repairs
- Help book travel arrangements for staff, talent, etc.
- Develop office procedures and policies for office activities such as file storage, records maintenance and security, office equipment usage, and supply orders
- Generate ideas for cost saving measures and solutions to office and organizational needs
- Organize the company database - enlist intern help if needed
- Handle donor and sponsor acknowledgements and communication
- Oversee ticketing service
- Programming:
  - Help to create revenue-generating programming
  - Utilize relationships with filmmakers, distributors, movie studios to assist with programming
- Strategic Partnerships:

- Develop partnerships with for-profit and non-profit organizations
- Help with the charity partner selection, management, fulfillment and review
- Filmmaker Relations: Build and maintain professional relationships with filmmakers
- Special Events: Organize and secure the resources necessary for festival galas, receptions, and other festival events and fundraising events
- Marketing: Help with marketing plan and materials ranging from advertising to public relations to social media, that raises awareness of GIFF, drives attendance at events, etc. Oversee production of all print materials, including Festival guide
- Box Office: Oversee the management of ticketing and guest accreditation

**Qualifications:**

- Candidate must be self-motivated, detail-oriented, accurate, organized, and reliable
- Must possess the ability to handle multiple tasks at one time, and have strong proofreading, social media, and technology skills
- Excellent written and verbal communication, strong editing skills
- Computer skills: Word, Outlook, Excel, PPT, database systems, Quickbooks (a plus)

Please send a resume to [HR@greenwichfilm.org](mailto:HR@greenwichfilm.org)

**BACKGROUND INFORMATION:**

Greenwich International Film Festival (GIFF) is a 501©3 non-profit organization that bridges the worlds of film, finance and philanthropy. As part of its mission, GIFF harnesses the power of film to serve the greater good by highlighting important social issues and supporting important charitable causes through a portion of Festival proceeds. For more information visit [www.greenwichfilm.org](http://www.greenwichfilm.org).