

AMERICAN FILM INSTITUTE JOB DESCRIPTION

POSITION: Coordinator, Office of the CAO
DEPARTMENT: Advancement
LOCATION: Los Angeles Campus

PRINCIPAL RESPONSIBILITIES:

The Coordinator, Office of the CAO (Chief Advancement Officer) is responsible for a high level of multi-tasking across all core administrative functions. The Coordinator acts as a liaison across the organization to facilitate exchange of key information and ensuring that the CAO's office functions effectively and efficiently on a daily basis. In addition, the Coordinator supports CAO in AFI Trustee support and special fundraising campaigns.

PRINCIPAL DUTIES:

- Work with the CAO to manage critical projects and call lists and help ensure that priority projects are completed in a timely manner.
- Coordinate flow of communications and materials in the CAO's office, including answering phones, drafting correspondence, reviewing materials, budgeting and financial presentation, distribution of mail and approvals.
- Manage the CAO's calendar, ensuring meetings and events are scheduled, notated and appointments confirmed.
- Schedule donor meetings and coordinate follow-up for CAO as requested.
- Prepare travel arrangements anticipating the CAO's schedule.
- Manage administrative functions including expense reports, supplies, subscriptions and department files.
- Manage special projects and events as assigned by the CAO, including the development of solicitation materials, follow-up, events, donor recognition signage and benefit fulfillment.
- Coordinate pledge reminders, gift transmittals and acknowledgements for Trustee and special campaigns.
- Prepare research briefings on prospective and current donors utilizing on-line databases, existing files and other resources.
- Coordinate the Board of Trustees annual campaign in consultation with the CAO's tracking calendar of solicitations, benefit fulfillment and recognition.
- Track and manage department expense budgets and reports. Process and track purchase orders and reconcile monthly budget and expense reports.
- Assist Board of Trustees and other major donors with requests or special

assistance.

- Work with peers in the department to maintain Tessitura database; promote best practices, including list management and support functions.
- Periodic special event work.
- Perform other duties as assigned.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's Degree required.
- Two years administrative/executive assistant experience preferred.
- Advancement, special events or other fundraising experience preferred.
- Exceptional project management skills, including accuracy and attention to detail.
- Excellent oral and written communication skills, including strong grammatical and proofreading abilities.
- Strong diplomacy skills and consistent professionalism are mandatory; this includes the ability to maintain complete confidentiality and discretion.
- Highest level of proficiency related to all core administrative functions, including computer proficiency with expertise in Microsoft Word, Excel and PowerPoint; experience with donor database management and on-line research databases.
- High proficiency working with the Tessitura database essential.
- Strong self-motivation and self-initiative; ability to take direction as well as work independently on multiple projects.
- Proven ability to handle numerous details with appropriate follow up and reporting activities.
- Ability to establish and maintain rapport with staff, faculty, high-level donors, patrons and guests in a professional environment.
- Personal integrity and the ability to inspire confidence and trust.
- Experience or knowledge of film preferred.

SUPERVISION:

The Coordinator, Office of the CAO performs all duties and responsibilities under the guidance and supervision of the Chief Advancement Officer.