



JOB OPENING:

Development and Strategic Partnerships Assistant

About Citizen Film: Citizen Film is a not-for-profit production company dedicated to crafting documentary films and site-specific multimedia installations that foster active engagement in civic and cultural life. Our work reaches approximately 1 million people per year in civic spaces, from public parks to PBS. In addition to sparking national reflection and place-based action, our works have shown at many of America's most prestigious institutions, from the Sundance Film Festival to MoMA-NY.

JOB RESPONSIBILITIES:

- Research funding and strategic partnership opportunities.
- Manage calendar of development and strategic partnership deadlines and deliverables.
- Work closely with senior producers to write communications about active projects.
- Coordinate personnel working on funding requests, reports and strategic partner communications. (Personnel include staff members working on grants and marketing communications. Coordination of freelance grant writers, publicists, copy writers, graphic designers, web designers etc. is also part of the job.)
- Write copy (for grants, event-promotion, social media, etc.) on a case by case basis
- Submit/upload and archive funding proposals and assets.

REQUIRED QUALIFICATIONS:

- Bachelor's Degree
- Strong communication and interpersonal skills
- Ability to work effectively, both independently and as part of a team
- Organizational and time-management skills
- Strong research and writing skills
- Excellent computer skills in Mac environment
- Proficiency in Microsoft Suite, Dropbox, Google Suite

ADDITIONAL QUALIFICATIONS A PLUS:

- Salesforce, MailChimp, Wordpress, Squarespace, Adobe InDesign, Illustrator and Photoshop, and social media platforms including Facebook, Instagram, LinkedIn, successful grant writing experience, successful experience writing copy for arts events and social media.

COMPENSATION: Full time, salaried position. Salary Range: \$38,000 - \$40,000. Compensation commensurate w/ experience and skillset.

HOW TO APPLY: Email cover letter and resume to admin@citizenfilm.org. Applications without both cover letter and resume will not be considered.

APPLICATION DEADLINE: February 22, 2020