

FILM INDEPENDENT

Job Description as of December 2024

Title: **Fiscal Sponsorship Finance Coordinator**

Status: Part Time, Non-Exempt; \$22/Hour

Reports to: Manager, Nonfiction Programs and Fiscal Sponsorship

Location: Los Angeles

Hire Date: January 2025

ABOUT FILM INDEPENDENT

Film Independent's mission is to champion creative independence in visual storytelling and support a community of artists who embody diversity, innovation and uniqueness of vision. Founded in 1984, Film Independent is a nonprofit 501(c)(3) organization that helps filmmakers make their movies, build an audience for their projects and works to diversify the film industry. Supporting over 100 filmmakers each year through our Artist Development programs, Film Independent equips filmmakers with the tools, resources and connections they need to finish their films and establish their careers as working artists. Film Independent also produces the Film Independent Spirit Awards, recognizing the finest achievements of American independent filmmakers.

JOB DESCRIPTION:

The Fiscal Sponsorship Finance Coordinator is a part-time, non-exempt position.

The Fiscal Sponsorship Finance Coordinator will support day-to-day financial operations and program administration for the Fiscal Sponsorship Program including but not limited to a) providing financial information to project managers and assisting with detailed financial recordkeeping of fiscally-sponsored projects and b) ensure that all public facing fiscally-sponsored project information is current and accessible, and that all reporting is submitted in accordance with Film Independent requirements.

More information about Film Independent Fiscal Sponsorship:

<https://www.filmindependent.org/programs/fiscal-sponsorship/>

More information about Film Independent Artist Development:
<https://www.filmindependent.org/programs/artist-development/>

The position is best suited for a candidate with a background in nonprofit work, preferably within an arts or media-oriented organization.

Schedule: Non-exempt, part-time up to 20 hours per week with potential to increase in the future. Occasional presence at local weekend and evening events may be required.

DUTIES:

Financial Operations

- Organize balance report and disbursement requests that are received through Jotform.
- Provide balance reports, new funding reports and donation letters to project managers.
- Process incoming online donations from Blackbaud into Raisers Edge and provide project code numbers to Finance.
- Ensure that balance reports are accurate including administration fee percentages and investigate any issues or discrepancies regarding donations, disbursements or account balances when applicable.
- Process mail-in checks including making copies, providing the project code as applicable and notifying the Fiscal Sponsorship team.
- Maintain financial information for all projects including ACH, address, beneficiary name and notify Finance of any changes.

Program Administration

- Onboard and maintain sponsored project and filmmaker profiles (Raiser's Edge, NetCommunity, WordPress), including creating and updating project pages.
 - Respond to correspondence from filmmakers relating to fiscal sponsorship-related finance matters.
 - Ensure project managers are current with all required reporting, specifically annual reports.
 - Close fiscal sponsorship accounts when requested.
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REQUIREMENTS AND QUALIFICATIONS:

- Bachelor's Degree preferred. Relevant experience in lieu of degree will be considered.
- Desire to learn and grow with an arts and media nonprofit organization dedicated to serving the needs of independent filmmakers globally.
- Strong organizational skills with keen attention to detail.
- Demonstrated ability to meet deadlines and complete tasks with minimal supervision.
- Excellent communication skills and flexible, collaborative working style.
- Strong ethics, judgment and decision-making skills.
- Excellent computer skills with demonstrated ability to quickly learn new programs and software and to troubleshoot and problem solve independently.
- Experience and proficiency using content management systems and a variety of software applications (Raiser's Edge, Jotform, Excel).
- Self-confidence and ability to problem solve and take initiative.
- Demonstrated interest and/or experience in independent film or other media a plus.
- Demonstrated interest in the nonprofit field through volunteer work, work experience, internships and/or educational background a plus.
- Ability to work as part of a team and under pressure with all personalities at various levels.

HOW TO APPLY:

Please send a resume and cover letter to jobs@filmindependent.org and include "Fiscal Sponsorship Finance Coordinator" in the subject line.

Don't meet every requirement? Studies have shown that women and people of color are less likely to apply for jobs unless they meet every single qualification. We are committed to building a diverse, inclusive, and authentic team. If you're excited about this role but your past experience doesn't align perfectly with the job description, we would like you to apply anyway. You may be the perfect fit for either this or other roles.

Film Independent is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of race, color, national or ethnic origin, religion, age, gender, handicap, pregnancy, sexual orientation, or veteran status.