



EXECUTIVE DIRECTOR

SIFF is seeking a transformational **Executive Director** to lead our organization at a time of restart and revitalization as we gather again as a community and reopen our theaters. This position offers the opportunity to define SIFF's unique role in the international film landscape and as a thought leader for film culture in this region. A successful candidate will lead the organization into the future, serve as the organization's public face, grow our membership, showcase the value and impact of SIFF, and help create a lasting legacy in the arts community of Seattle and beyond. SIFF is well known for the world-class annual Seattle International Film Festival that, pre-COVID, attracted an average of 140,000 attendees over 25 days. Since 2011, SIFF has grown to encompass much more, including the operation of three theatrical venues with five screens of year-round entertainment, multiple festivals during the year, virtual events and screenings, and educational programs serving over 13,000 students annually.

ABOUT US

Mission

To create experiences that bring people together to discover extraordinary films from around the world. It is through the art of cinema that we foster a community that is more informed, aware, and alive.

Equity Values

SIFF believes that valuing and promoting diversity is vital to our mission. We are dedicated to improving racial equity within our organization and our community. SIFF uses our unique position to share diverse perspectives in visual storytelling while empowering new voices to share their own stories and promoting accessibility for all people. We strive to foster diversity in all facets of our organization, from Board to volunteer, from artist to audience, and beyond.

ABOUT THE POSITION

The successful candidate will collaborate with the Board and staff to reimagine and build on the vision, mission, and strategic plan for the future of the organization. They will create a stable foundation and drive innovation practices in our industry.

Reporting to the 20+ Board of Directors, the new Executive Director will lead this non-profit organization with an \$8M+ annual budget and a year-round staff pre-COVID of 60+ people, 90+ seasonal staff, and hundreds of volunteers. While we are a lean operation right now, we are looking for an Executive Director who can equitably and sustainably build the right size team around the organization's needs.

Key responsibilities include:

Reset and rebuild the infrastructure of SIFF and lead the organization in strategic planning and implementation for future success, ensuring plans and actions further SIFF's vision and mission:

- Build and execute a long-term plan for organizational effectiveness.
- Maintain stabilization and build strategy for current priorities and future growth.
- Execute on key decisions for the overall organization to ensure long-term sustainability.
- Redesign the culture and structure of the organization, including defining, creating, and developing organization-wide values.
- Provide strategic guidance to the programming, education, and events teams, collaborating with

the Artistic Director and Leadership Team on experiences that leverage our programming expertise to develop audiences and cultivate donors.

- Engage the Board in strategic planning and update them regularly, ensuring the status of current activities is understood, matters requiring action are addressed, and Board members understand how they can help ensure success.

Provide financial management and enhance the financial stability of the organization:

- Realign spending across the organization and manage all financial considerations in collaboration with the Board.
- Work with the Development Director and Marketing Director to increase contributed and earned income, manage capital campaigns, secure sponsorships, identify and pursue funding opportunities from government and foundations, grow individual giving, cultivate and solicit individual donors for major gifts.
- Assist the Dev Director with relationship building with current and prospective individual donors and corporate partners and expanding, broadening, building, sustaining, and diversifying the donor and membership bases.
- Evaluate and improve the effectiveness of marketing and giving programs.
- Partner with the Director of Finance and Administration to define budgets, financial goals, meet targets and ensure external audits are conducted timely and in compliance with federal, state, and local regulations.
- Provide support to the Board, including cultivation and recruiting, direction on good governance practices, support in fundraising, and ongoing education and engagement.

Oversee the organization's investments, including in HR and Infrastructure design, operations and management of our facilities, and information technology:

- Lead team to ensure efficient operations and logistics, including theater back and front of house and all facilities and festival operations.
- Lead ongoing maintenance and construction efforts on physical theaters; work with architects, contractors, and city officials as needed.
- Oversee the purchasing, updating, and maintenance of technology required for effective operations.
- Invest resources in facilities, delivering optimum customer-focused experiences for all patrons.

Represent SIFF with the broader community of patrons, peer organizations, elected officials, and educators:

- Build and maintain relationships with donors, elected officials, community leaders, Seattle Center officials and peers, Climate Pledge Arena stakeholders, and arts and film leaders locally, nationally, and internationally.
- Become an ally of and collaborator with other Seattle Arts organizations and the City's Arts community.
- Make contacts and build donor, audience, and community engagement by attending community events as a SIFF ambassador, including weekends and evenings.
- Showcase the value and impact of SIFF in Seattle and beyond.
- Attract the best talent available for a world-class, diverse and inclusive organization.
- Provide leadership and development of the year-round staff and volunteers in the organization.

ORGANIZATION OVERVIEW

SIFF has been a Seattle cultural icon since its first Seattle International Film Festival in 1976. We are a vibrant non-profit that builds community and celebrates the art of cinema—past, present, and future.

We believe in the power of film and underpinning everything SIFF does, is our ability to provide great experiences: The Seattle International Film Festival is the largest audience-focused film festival in the United States. Year-round, our amazing staff couples great films with showcase events in our theaters and venues around the greater Seattle area, and we use our expertise to create educational programs for all ages, to further both the production and appreciation of cinema within the broader Puget Sound community. We continue to re-evaluate what it means to be a "film" organization in a world where the consumption of visual media is constantly evolving.

In support of expanding these programs, we've been focused on the following key organizational priorities:

- Establish and grow meaningful and equity-based relationships with our communities.
- Develop new and existing audiences and increase the value both members and non-members receive from the organization.
- Increase our contributed and earned revenues and solidify the sustainability of SIFF through financial excellence, improved development programs, and good governance.
- Become first-class operators of our year-round owned and leased facilities. We must create long-term strategies for our programming footprint, facilities investment and maintenance, and partnerships with other venues as we re-emerge as a community from the pandemic as the needs of the Puget Sound market change and digital experiences grow in importance.
- Revitalize our annual tentpole festival, improve systems, infrastructure and increase filmmaker, talent, and audience attendance.
- Redesign and nurture the culture of the organization.
- Improve marketing and branding.
- Modernize our internal processes and technologies to improve our relationships with patrons, partners, and communities and increase scalability.
- Continue to play a leadership role in our partnerships with elected officials, community leaders, Seattle Center officials, Key Arena redevelopment and operations, and other peer organizations throughout the region to ensure thriving arts programs are available to everyone.

SIFF is committed to...

Making Our Culture More Inclusive and Affirming

SIFF uses email signatures that include pronouns as an opportunity for people to make their gender pronouns visible, and gender inclusive restrooms to provide welcoming spaces that best fit their identity.

Seattle's Indigenous Heritage

SIFF acknowledges that we are on Indigenous land, the traditional territories of the Coast Salish people. We practice allyship in taking care of these shared lands.

Race, Equity and Social Justice

Through programming, meaningful partnerships, and a staff-led cohort SIFF executes our mission with increased relevance, effectiveness, and impact. We understand that to meet this goal; we must address the inequities that exist within SIFF, our programs, and our wider communities while creating opportunities for new inclusive practices.

QUALIFICATIONS

Minimum

- Substantial and effective strategic planning, staff development, communications, public speaking, and financial management skills.
- Demonstrated success in leading organizational transformation, collaboration, team-building, internal and external communications.
- Startup mentality, entrepreneurial spirit, and growth mindset
- Successful track record of relationship building, both internally and externally, with key executives, elected officials, and individual contributors
- Seven years or more senior-level leadership or leading departments of similar scope or size with budget responsibility
- Solid leadership competencies to develop, lead, support, and inspire a large cross-functional workforce
- Demonstrated commitment to principles of diversity, equity, and inclusion and anti-racism
- Experience working with non-profit or not for profit organizations
- Solid knowledge or interest in or experience in the cinema/film industry
- BA degree in business, org development or equivalent education and experience

Desired

- Advanced degree in business administration, org development, or related field
- 10-15 years or more senior-level leadership or leading departments of similar scope or size with budget responsibility
- Experience managing physical facilities and operations
- Solid knowledge or expertise in change management processes

We believe in an equitable hiring process. The following is additional information about the position and benefits.

- Salary range is \$140 000 - \$190 000, DOE
- This position is a full-time FLSA exempt position
- We offer competitive medical, dental, and vision package
- Nine paid holidays, vacation, sick leave and comp time available
- Employees have access to discounts and passes to SIFF programming and neighboring Arts organizations

Work Environment:

This position is located in Seattle, WA, and will work in an office using a computer. Currently, most positions are working remotely due to COVID.

Other Demands:

The physical demands described here are representative of those that must be met by an employee to

perform the essential functions of this job successfully. While performing the duties of this job, the employee is regularly required to communicate effectively through oral and written methods; have the mobility to move between office settings, office, and event locations; have manual dexterity; use a computer as an essential work and communications tool. The position also requires the following mental abilities: cognitive complexity; verbal comprehension; word fluency; number aptitude; inductive reasoning; memory; spatial aptitude; perceptual speed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TO BE CONSIDERED

1. Apply online at Indeed.com or send application material to TiffanyO@lucyyeemc.com with the subject line: **SIFF_Executive Director**.
2. Attach your resume detailing all relevant professional experience to the role.
3. Provide a cover letter stating why you're interested in SIFF and experience that will qualify you to be successful in the role.
4. All attachments must be in a PDF file.
5. First review of applications will be Friday, July 30, 2021.
6. All responses are confidential.

SIFF welcomes candidates from all walks of life and values diverse perspectives. We believe diversity makes us better as an organization and enables us to serve our community better. We encourage qualified candidates to apply without regard to race, color, religion, age, sex, national origin, disability status, genetics, veteran status, sexual orientation, gender identity or expression, family or marital status. SIFF provides equal employment opportunity and complies with federal, state, and local laws.