

# CSIF Executive Director

## **The Organization**

The Calgary Society of Independent Filmmakers (CSIF) is an inclusive, non-profit, arts-based society that exists to fuel filmmakers, support storytellers, and connect the cinematic community. CSIF's vision is to be a destination community for independent film production, exhibition, and for people who love cinema. We value diversity, mentoring, "film geeks" and promote a collaborative community culture with staff, volunteers, and more than 300 members.

## **The Position**

The CSIF Executive Director reports to the Board of Directors and is responsible for managing the business operations, staff and financial administration of the organization.

## **Specific Duties Include:**

### **Financial Administration and Fundraising**

- setting and implementing annual budgets
- managing bank and casino accounts
- ensuring financial statements are completed by the accountant and audited by the Board of Directors
- day to day bookkeeping
- cash flow management
- funding projections, forecasting cash flow and granting cycles

### **Operational Leadership**

- lead and support staff and seasonal complement of summer students, interns, and contractors
- strategic planning with the Board of Directors
- monthly reports to the Board and mandatory attendance at all board meetings
- overall business administration of the Society

### **External Relations**

- build and maintain strong financial relationships at funding agencies, government bodies, and other media/cultural organizations
- develop fundraising and revenue streams for the organization

Preferred candidates embody CSIF's values of mentoring, diversity, and community building. CSIF is looking for someone that thrives in a dynamic environment and can balance numerous challenges on a day-by-day basis.

The successful candidate will also have:

- strategic thinking and planning abilities
- strong administrative skills including accounting and budgeting
- supervisory and management experience
- superior oral and written communication skills
- a proven record of successful grant writing (both operational and project based)
- an undergraduate or graduate degree with related work experience, or an equivalent combination of education and experience is nice to have
- the ability to work independently as well as a part of a team

Experience in Canadian media arts, filmmaking and/or artist-run centres is not required, but considered an asset.

The position is full-time (35 hours/week) with an expectation to be available to work some Saturdays, as well as attend and support events held outside of regular business hours, as needed. CSIF offers three weeks of vacation (plus a two week break late December to early January).

Start Date: no later than August 31st, 2022

Interested applicants, please apply via [Indeed](#)

Applications will be accepted until July 31st or until a suitable candidate is found.