**Friends of the Festival**

**POSITION DESCRIPTION – Executive Director**

**Position Details**

*Job Status:* Full-Time, Exempt

*Reports to****:*** Board of Directors

**Position Summary**

Friends of the Festival is the producer of the Tampa International Gay and Lesbian Film Festival (TIGLFF). The mission of TIGLFF is *to showcase a selection of compelling film and video by, for or about the LGBTQ+ community that Entertains, Empowers, and Enlightens the festival audience*. The position of Executive Director is a highly transformational role, supports this mission by providing strategic leadership and vision for the organization by working with the Board of Directors and staff to establish and effectively implement long-range goals, strategies, plans and policies. The Executive Director will ensure that fundraising, marketing/public relations, fiscal, operational, talent management, technology and programmatic strategies are effectively implemented across all segments of the organization. The organizational environment that the Executive Director creates and sustains with TIGLFF is integrity-driven, safe, empowering, offers choice and developmental opportunities, affirms people doing things right the right way, celebrates staff and organizational accomplishments and milestones, promotes teamwork and collaboration and is customer focused with an emphasis on the use of best industry standards.

**Strategic/Transformational Duties and Responsibilities**

* Provides strategic vision and leadership by collaborating with the Board of Directors, funders, donors, stakeholders and staff to define, refine and implement the strategic plan, while ensuring that the budget, staff and priorities are aligned with the core mission of the organization.
* Cultivates a strong and transparent working relationship with the Board of Directors through open communication related to the measurement of financial, programmatic and performance against stated milestones and goals.
* In partnership with the Board of Directors, helps to build a diverse and inclusive Board of Directors representative of the community that is highly engaged with the mission of the organization and is willing to leverage and secure resources.
* Serves as the Public Information Officer; promotes and markets the organization within the larger community to heighten the community’s awareness of the organization programs and to attract potential supporters.
* Oversees the development and execution of comprehensive marketing, branding and development strategies that will ensure consistency throughout the organization and enhance revenue from major donors, foundations, government agencies and corporations.
* Drives a strong and sustainable financial future by developing and maintaining sound financial practices; leads the staff, Finance Committee and the Board of Directors in preparing a budget and ensuring that the organization operates within budget guidelines; ensures that adequate funds are available to permit the organization to carry out its work; and executes contracts on behalf of the organization.
* Provides inspirational leadership and direction to staff, and ensures the continued development and management of a professional and efficient organization; establishes effective decision-making processes that enable TIGLFF to achieve long and short-term goals and objectives.
* Ensures the availability and delivery of high-quality services while managing for current and future growth by proactively leading and managing organization operations and holding staff accountable to outcomes.
* Actively uses performance quality improvement (PQI) information to mobilize financial and other resources to strengthen organizational capacity and increase organizational resilience; establishes the expectation that the board, staff, and other stakeholders will be involved in the PQI system, and allocates sufficient resources, including technology resources, to sustain the PQI system.
* Promotes an environment that encourages practice innovation, collaboration and empowerment.
* Provides an open, supportive, and informative communications environment from the macro-level (social media, newsletters, etc.) to the individual level, allowing employees to safely, and privately discuss problems and issues.
* Oversees development and execution of various administrative policies and procedures necessary for the effective management of all assigned functions performed by the organization.
* Ensures legal compliance and oversees the implementation of additions to and changes in policies and procedures in conjunction with the Board of Directors.
* Performs other such duties as may be assigned by the Board of Directors.

**Leadership Competencies**

* **Strategic Agility:** Sees ahead clearly; can anticipate future consequences and trends accurately; has broad knowledge and perspective; is future oriented; can articulately paint credible picture and visions of possibilities and likelihoods; can create creative and breakthrough strategies and plans.
* **Business Acumen:** Demonstrates a broad understanding of the principles of financial management and marketing expertise necessary to ensure appropriate funding levels. Uses cost-benefit thinking to set priorities; monitor expenditures in support of programs and policies. Identifies cost-effective approaches.
* **Collaborative Leadership:** Promotes and generates cooperation to achieve a collective outcome, yet is not afraid to take charge when trouble comes; does whatever it takes to get the job done despite resistance; takes unpopular stands if necessary; encourages direct and tough debate but isn't afraid to end it and move on; is looked to for direction in a crisis; fully participates in creating a unified team that gets results.
* **Ethics and Values:** Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both successful and challenging times; acts in line with those values; rewards the right values and disapproves of others and coaches accordingly; practices what is preached.
* **Results Driven:** Can be counted on to exceed goals successfully; is bottom-line oriented; steadfastly pushes self and others for results.
* **Problem Solving/Analysis:** Solves difficult problems with effective solutions; asks good questions and probes all fruitful sources for answers; can see underlying or hidden problems and patterns; is excellent at honest analysis; looks beyond the obvious and does not stop at the first answers.
* **Team Building:** Builds strong morale and spirit in the team; shares wins and successes; fosters open dialogue; lets people finish and be responsible for their work; lets subordinates present to Senior Management Team and Board of Directors; acts as if real success is the success of the whole team; creates a feeling of belonging in the team.

**Education and Experience**

* Bachelor’s degree from an accredited university.
* Two (2) + years’ professional experience, with a minimum of five (1) year in a management/leadership capacity. Previous Executive Director, Senior Management or similar experience of a non-profit or government/civil service organization preferred but will consider others.
* Experience managing a budget of $1 million or greater.  Ability to develop and successfully raise funds through a capital campaign is highly preferred.
* Demonstrated ability to think and plan strategically with regard to the organization’s strategic plan.
* Demonstrated capacity to build and sustain high performing work teams.
* Expert knowledge and working experience of local, state and federal regulations and requirements for business operation.
* Experience and strong working knowledge of financial reporting and analysis.
* Fundraising experience required and program development experience highly preferred.
* Exhibits superb public speaking and presentation skills and is able to communicate an inspiring mission and vision to the organization and community.
* Requires outstanding interpersonal, coaching and listening skills with the ability to communicate positively within all levels of the organization.
* Proven ability to remain objective, discrete and exercise common sense at all times. Able to develop strong, trusting relationships within the department and organization.
* Thrives in a dynamic environment and able to work on various projects simultaneously, requiring strong organizational and time management skills.
* Proficient with G Suite (GMail/Google Docs etc) and Microsoft Excel/Powerpoint/Word. Ability to learn other platforms as necessary
* Proficient with social media platforms.

**Supervisor Responsibilities**

Directly supervises TIGLFF staff and contractors. Performs supervisory responsibilities by managing and allocating employee resources in accordance with company policies, applicable laws and company initiatives/goals. Responsibilities include interviewing, hiring, training and developing employees; planning, assigning, and directing work (including scheduling); appraising performance; rewarding, coaching and disciplining employees; addressing complaints and resolving problems. Acts as a change agent, and develops a high-performing team in the spirit of exceptional service to all internal and external partners. This position has signing authority and manages a budget.

**Physical Demands/Working Conditions**

*Physical Requirement:* While performing the duties of this job, the employee is occasionally required to stand, walk or sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; see; talk and hear. Assistive devises may be used as an accommodation, if needed.

*Working Conditions*: Duties are performed primarily in an office setting, but often travels in a vehicle for meetings or events. Employee must be able to operate a computer and standard office equipment such as telephone and copier/printer. Assistive device may be used as an accommodation, if needed.

*Travel*: Moderate, including regular local meetings and events with community partners and donors. For this reason, it is expected that the employee have transportation available, as needed.

*Hours*: M-F 9:00am – 5:00pm,(with flexibility) for frequent evening and weekend hours required for meetings and events. (During the Film Festival Event, these hours may be much longer)

*This job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give a general sense of the responsibilities and expectations of this position. As the nature of business demands change so, too, may the essential functions of this position*.

*TIGLFF is committed to a policy of equal employment opportunity and affirmative action for our applicants and employees. It is our policy to apply recruiting, hiring, training, promotion, compensation and professional development practices without regard to actual or perceived race, color, religion, sex (including pregnancy), gender identity, sexual orientation, national origin, age, disability or certain classifications based on genetic information, marital status, or any other characteristic protected by federal, state, or local laws, regulations or ordinances.*