



Executive Director, San Francisco, California

JOB DESCRIPTION / EXECUTIVE DIRECTOR

Frameline, the world's largest non-profit solely dedicated to LGBTQ+ film media, is conducting a nationwide search to select a world class Executive Director to lead Frameline in its next phase of growth. This is a full-time position in San Francisco, California. The position reports to the Board of Directors, and has overall strategic, financial, management, and operational responsibility for Frameline.

ABOUT FRAMELINE

Frameline's mission is to change the world through the power of queer cinema. As a media arts non-profit, Frameline champions completion, exhibition, and distribution of LGBTQ+ content. Frameline showcases voices from underserved audiences, including women, people of color, transgender people, intersex people, asexual people, non-binary people, disabled people, and other underrepresented people and communities. Frameline's programs connect filmmakers and audiences in San Francisco and around the globe through its Festival and year-round programs:

- **Exhibition** - Frameline, the San Francisco International LGBTQ+ Film Festival, is the longest running, largest, and most widely recognized LGBTQ+ film exhibition event in the world. Frameline will host its 43rd annual Film Festival in June 2019. Frameline Encore is a year-round free screening series in Oakland and San Francisco that aims to increase accessibility to diverse queer stories. Frameline also hosts special screenings and events featuring directors, actors, and other queer media icons.
- **Distribution** - Established in 1981, [Frameline Distribution](#) is the only non-profit distributor that solely caters to LGBTQ+ film. Frameline's collection of over 250 award winning films is distributed globally to universities, public libraries, film festivals, and community organizations. [Youth in Motion](#) is a program that provides free LGBTQ+ films and curriculum resources to middle and high schools, and currently supports over 27,000 students in more than 1,300 schools in all 50 states. [Frameline Voices](#) is a digital showcase of free, streaming content that highlights diverse LGBTQ+ stories through easily accessible platforms.
- **Filmmaker Support** - Since 1990, the [Frameline Completion Fund](#) has awarded more

than \$515,000 in post-production funding to nearly 150 LGBTQ+ projects. Grants are awarded annually and provide much-needed support to filmmakers for their final editing and lab work. Once completed, these films often go on to receive international exposure. Submissions include documentary, educational, narrative, animation, episodic, and experimental projects about LGBTQ+ people and their communities.

Additional Information:

- Frameline is projected to have 2018 revenues of \$2 million from the following funding sources: membership, sponsorship, Festival ticket sales, individual donors, foundations, government grants and distribution.
- Frameline's accomplished staff is passionate about inclusivity, authentic representation, and visibility in queer media. A year-round team of eight full time employees is joined by up to 25 seasonal staff and up to 400 volunteers during Festival season.
- Learn more about Frameline at frameline.org.

THE POSITION

The Executive Director is a full-time, exempt position. The position reports to the Board of Directors, and has overall strategic, financial, management, fundraising and operational responsibility for Frameline's consistent world class achievements in the field.

DUTIES AND RESPONSIBILITIES

- **Brand - Frameline's Reputation:** Build on the pioneering and transformational elements of Frameline's globally recognized LGBTQ+ media brand, and capitalize on the benefits of proximity to the San Francisco Bay Area while also building key national and global partners.
- **Revenue Growth and Fiscal Management - Frameline's Finances:** Deliver financial resourcing and oversight to achieve and exceed annual budgetary needs, develop appropriate reserves, and provide for long-term viability. Guide strategic planning to approach all aspects of fundraising, working with the Development Consultant, appropriate staff, and Board members to set goals. Create fundraising initiatives designed to meet organizational financial requirements. Spearhead sound financial practices.
- **Strategy, Vision, Passion, and Courage - Frameline's Future:** Develop and articulate a clear, long-range strategic plan that achieves Frameline's mission, building on existing programs while exploring new directions. Provide leadership toward executing this plan in a consistent, timely manner.
- **Leadership and Management - Frameline's Activators:** Set the tone at the top, providing the effective leadership of an ambitious thinker who delivers and can dynamically lead a group of high-performing LGBTQ+ media experts. Stay up-to-date, constantly learning the evolving LGBTQ+ culture in the Bay Area, nationally, and

worldwide. Demonstrate knowledge and ability to discuss LGBTQ+ issues, and demonstrate global leadership as associated with queer media.

- **Board - Frameline's Governance:** With the Board Chair, Executive Committee, and full Board, shape and enable the Board to fulfill its governance, oversight, representation, and fundraising functions. While serving as a non-voting member, support Board operations and administration by advising and updating other members. Interface between Board and staff to maintain a communicative, supportive relationship. Work with the Board chair to build and diversify the Board to make it a key component of fundraising and institutional growth.
- **Programming the Festival and Adjacent Programs - Frameline's Product:** Oversee and ensure the quality development and execution of the Festival, year-round programming, and distribution content to deliver on Frameline's Mission. Continually evaluate Frameline's audience, prospects, mediamakers, the industry, and the funding landscape to ensure programming that is relevant and compelling, constantly innovating to deliver impact and efficacy. Commit to developing and growing audiences and membership to be more diverse and reflective of the entire LGBTQ+ community.
- **Strategic Partnerships - Frameline's Network:** Leverage current strategic partnerships with corporate, non-profit, individual, educational, and community-based groups, ensuring successful execution of partnership agreements by both parties. Actively approach and cultivate new partnerships to strengthen Frameline's position in the Bay Area and globally.
- **External/Public Relations - Frameline's Image:** Act as Frameline's principal spokesperson and representative on a range of LGBTQ+ cultural and media topics, providing oversight to all Frameline communications.

QUALIFICATIONS

Required:

- 5-7+ years' work with non-profit organizations with experience in leadership, director level or above.
- Demonstrated ability to fundraise from multiple sources (e.g., sponsorship, donations, memberships and grants) for a non-profit organization with budget greater than \$1M+ (Frameline's budget is currently \$2M).
- Experience with high level donor engagement.
- Experience coordinating and producing large scale programs, festivals, and/or events.
- Ability to use data and metrics to measure effectiveness of programs and organizational goals.
- Experience managing human resource matters.
- Excellent public speaking, writing, and general communication skills.

Preferred:

- Working knowledge/experience with media arts, particularly film.

- Experience securing \$10K-\$75K+ gifts, including but not limited to individual giving, corporate sponsorship, special events, and private and government grants.
- Ability to balance the delivery of programs against budget realities.
- Strong organizational leadership and strategic planning skills.
- Experience managing public relations issues for a non-profit or other similar community organization.
- Experience with organizations that serve LGBTQ+ communities.
- Experience developing strategic plans to operate large initiatives or programs.

COMPENSATION AND BENEFITS

The salary for this position will be commensurate with experience. Frameline offers medical and dental health insurance, 403(b) retirement plan, paid vacation and sick time.

TO APPLY

Please send cover letter with resume via email to: EDsearch@frameline.org

Subject: "Executive Director Search"

Deadline: January 4, 2019. Early applications encouraged

Frameline is an equal opportunity employer and is firmly committed to complying with all federal, state and local equal employment opportunity ("EEO") laws. Frameline strictly prohibits discrimination against any employee or applicant for employment because of the individual's race, color, sex, religion, national origin, age, gender identity or expression, sexual orientation, height and weight, disability, marital status, partnership status and any other characteristic protected by law