Indie Memphis is seeking an Executive Director with fundraising, financial management and administrative experience plus a deep appreciation of independent film and commitment to equity and inclusion.

The Executive Director reports to the Board of Directors, oversees all programs, events and activities, and the artistic and administrative staff.

Celebrating its 25th anniversary, Indie Memphis hosts a nationally recognized annual film festival, youth film program and festival, year-round cinema, and a variety of artistic development programs including the Black Creators Forum. Indie Memphis was chosen as a satellite location for the Sundance Film Festival and has been a recipient of Academy of Motion Picture Arts & Sciences, ArtsMemphis, NEA, and Tennessee Arts Commission grants.

**Primary Responsibilities**
- Oversees the administration of organizational communications, fundraising, management, marketing, operations, and programming
- Works closely with the Board of Directors on policy, strategic planning and fundraising
- Leads local and national fundraising, including foundations, corporations and individuals
- Leads financial management, including auditing, budgeting, reconciliations and reporting
- Leads staff recruitment and professional development
- Collaborates with senior management, including the Artistic Director on film programming
- Leads diversity, equity and inclusion throughout the organization
- Serves as a spokesperson at key film festivals, conferences and community events

**Essential Knowledge and Skills**
- Effective leadership, management and development of others
- Effective relationship management across diverse communities, agencies and individuals
- Proven financial management skills, including budgeting, analysis and reporting
- Strong organizational skills including planning, delegating and program development
- Effective written and oral communication skills, including grant writing and public speaking
- QuickBooks, QuickBooks Payroll and donor management systems
- Local and national arts and film organizations, foundations, and community organizations

The successful candidate must live in or relocate to the Memphis area upon commencement of their employment. Indie Memphis is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.

**Base Salary:** $85,000

**Applications Accepted:** Beginning July 18, and will continue until position is filled

**To apply:** Submit cover letter and resume to apply@indiememphis.com.