Applications will be accepted until the position is filled. Resume and Cover Letters may be directed to margaret@hsdfi.org

About Us:
Hot Springs Documentary Film Festival (HSDFF) is the longest running all-documentary festival in North America and is an Oscar® qualifying festival for ‘Documentary Short Subject’ by the Academy of Motion Picture Arts and Sciences. MovieMaker Magazine has added HSDFF to its annual list of “Top 50 Festivals Worth the Entry Fee” from a field of close to 7000 festivals. With the help of a small paid staff and over 100 dedicated volunteers, the film festival benefits the region by providing an affordable arts festival that offers the best in documentary film, educational panels and workshops, exposure to internationally acclaimed filmmakers, special guests, and access to some of the best special events in central Arkansas. HSDFF aims to create a supportive, holistic haven for filmmakers and audiences to regenerate and celebrate their love of documentaries.

The Role:
The Executive Director (ED) provides essential leadership in advancing the organization’s strategic direction, workplace culture, and stakeholder relationships. This position is entrusted with the fulfillment of the mission, vision, and strategic plan of the organization and has responsibility in the areas of organizational leadership, financial integrity, fundraising, artistic direction, and brand recognition. The ED reports to the Board Chair as directed by official actions of the Board of Directors and is an ad hoc, non-voting, member of the Board. All personnel (staff, contractors and volunteers) report to the ED.

Organizational Leadership
- Recruits, hires, trains and evaluates staff, contractors and volunteers, inspiring a creative, collaborative, respectful, safe and ethical work environment.
- Supports the Board in establishing and maintaining current personnel, financial and operational policies appropriate for the organization’s 501(c)(3) designation.
- Partners with the Board on ensuring financial stability and organizational viability; provides relevant information to governance decisions and contributes to healthy boundaries between governance and operations; notifies the Board Chair of potential risk exposure and conflicts of interest.
Financial Integrity
- Acts as key operational oversight for the accuracy and integrity of the organization’s transactions, business relationships and financial reports; uses resources strategically to achieve the greatest impact while maintaining donor trust and support.
- Prepares and presents annual budgets and interim budget amendments, as well as salary surveys and pay range recommendations, to the Board for their approval.
- Ensures the accuracy of bi-weekly payroll, the timely remittance of tax liability and that vendor and contractor payments are made timely and in accordance with financial and conflict of interest policies.

Fundraising
- Prepares an annual fundraising plan that includes securing grants and maintaining or expanding individual and corporate donations.
- Oversees and supports the Development Coordinator’s efforts to build upon and cultivate new and existing donor relationships and grant sources.

Artistic Direction
- Provides artistic direction that supports the organization’s mission, vision and strategic plans; crafts and executes both year round and annual festival and educational programming plans, in collaboration with the Board.
- Seeks current industry trends and best practices, programming ideas and key relationships through attendance at regional & national conferences and film festivals.
- Oversees all aspects of the annual film festival and its various components and events, ensuring a wide pool of films, film makers, speakers and audience members, the most qualified judges and the highest industry recognition by providing a quality experience with the most artistically and culturally diverse programming.
- Oversees all aspects of year round programming and educational activities in accordance with budget objectives and deliverables.

Marketing & Communications
- Recommends high level, strategic marketing and communication plans that encourage the widest HSDFI brand recognition to the Board of Directors during the annual budget discussion; leads the execution of comprehensive day to day strategies in support of those plans.
- Acts as the official spokesperson for operational matters and supports the Board Chair in his/her role as spokesperson for governance matters.

Performs other duties, as needed.
Qualifications:
- Bachelor’s degree and 5+ years of non-profit or organizational management experience
- Significant experience in event planning required, film festival experience preferred.
- Prior experience developing fundraising opportunities, including grant research and writing.
- Must possess the ability to read and analyze financial statements, budgets, etc. Previous P & L responsibility is preferred.
- Demonstrated experience managing and leading a team to success

Knowledge, Skills, and Abilities:
- Excellent interpersonal skills and ability to work effectively with a variety of partners and stakeholders
- Excellent writing and verbal communication skills and a collaborative management approach
- Must be able to show success in developing and executing clear and effective fundraising plans
- Demonstrated management and teambuilding skills, using principles of empowerment and professional development.
- Strong organizational leadership skills and ability to manage multiple projects simultaneously.
- Ability to effectively identify and resolve problems in a timely manner and proactively develop alternative solutions
- Experience working in a deadline-driven environment
- Computer and up-to-date technology skills

Work Relationships & Scope:
Reports to the Board President. Frequent contact with the Executive Committee and all HSDFI staff.

Hours & Compensation
This role is a full-time, exempt position. Must be willing to relocate to Arkansas if not already a resident. The salary is commensurate with experience and qualifications, $60,000+. Must be available some weekends and evenings especially during peak festival time.

COMPLETE APPLICATION FORM TO APPLY:
https://forms.gle/pjgiLqy2mskTxx6b6