

KUNHARDT **FILM** / FOUNDATION

Position: Development Associate

Organizational Mission

The Kunhardt Film Foundation (KFF) is a 501(c)(3) nonprofit production company that creates, preserves, and distributes free educational media, including interviews, documentary films, and teaching tools about the people and ideas that shape our world. KFF was founded by a family of filmmakers, who produce award-winning documentaries that explore social justice, history, politics, the arts, and culture. These films have introduced a generation of viewers to American leaders and activists.

KFF is a young and small organization poised to grow exponentially in the next several years. In the four years since its inception, KFF has focused on outreach, engagement, and education for its feature length documentary series and films produced with HBO and AppleTV+. The institution is evolving to create and distribute independent media through its web platform and YouTube channel, made possible from a legacy endowment gift. Applicants for this position are excited to support the organization's financial sustainability with an innovative, entrepreneurial, and passionate perspective. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, age, or veteran status.

The Development Associate reports to the Director of Development and will support all aspects of the department, including a fundraising campaign, annual giving, and grants management.

Essential Responsibilities:

● **Individual Donors**

- Support both a major 5-year fundraising campaign as well as annual giving
- Generate research, prospect profiles, and align donor interests
- Standardize and systemize data management
- Assist with stewardship and cultivation
- Assist with implementation of direct mail and electronic campaigns
- Maintain donor database and process donations and acknowledgment letters
- Maintain and provide data of incoming donations for finance manager
- Assist with annual appeal letter
- Planning and on-site support for special events

● **Institutional Giving**

- Provide administrative support on LOIs, proposals, reporting, and calendar management
- Assist with research

● **Administration**

- Assist educational programming with reporting and fielding event and film requests
- Support email and website communications

Key Qualifications:

- BA degree or equivalent in work experience
- Minimum of 3 years nonprofit administrative experience
- Detail-oriented, creative self-starter with exceptional interpersonal, leadership and strategic thinking skills
- Excellent administrative, computer, and communication skills
- Commitment to diversity, equity and inclusion practices
- Proficiency with Microsoft Office (Excel, Word, and PowerPoint), Google Drive, and common donor database required.
- Mission-driven interest in media, storytelling, and education

Compensation and Benefits:

KFF offers competitive compensation, excellent benefits package, and a collaborative workplace environment that encourages professional development and personal growth. The salary range for this position is \$55,000-\$65,000, commensurate with experience. Benefits include medical, dental, and vision plans; paid time off; and 401(K) with employer match. The position is hybrid, with two days a week in the office expected. The office is located in Pleasantville, conveniently adjacent to the Metro North train stop. Please send resume and cover letter to jobs@kunhardtfilmfoundation.org.