

FILM STREAMS™

RUTH SOKOLOF THEATER DUNDEE THEATER

Position Title: Membership Coordinator

Reports to: Development Manager

Film Streams, a nonprofit organization devoted to the presentation and discussion of film as an art form, is looking for a full-time Membership Coordinator to join our administrative staff.

Responsibilities:

Film Streams' Membership Coordinator supports the Development Manager through the administration and management of our organization's Membership program. Duties include, but are not limited to:

- Maintaining digital and physical development files
- Maintaining Film Streams' donor database (Altru), including input of records, processing memberships, query-writing and report creation
- Creating and implementing weekly acknowledgments, monthly renewal appeals, and periodic acquisition and lapsed campaigns to maintain and expand Film Streams' membership base
- Leading Film Streams' efforts to promote and increase membership at both theaters, as well as through community outreach and special events
- Communicating with front-of-house and operations staff on membership initiatives, processing, and benefits, and providing relevant staff training as needed
- Serving as liaison for member questions and communications
- Supporting the Development Manager in processing donations and assisting with donor relations as needed
- Assisting the Development Manager with the overall member retention and acquisition strategy and annual calendar of membership communications, events, and programs
- Managing requests for membership donations to other organizations' fundraisers, raffles, and special events
- Following-up with ticket buyers purchasing outside of membership benefits
- Providing support for special programs and events, including pre-event prep and will-call table staffing
- Providing key support for Film Streams' gala events
- Serving as a back-up to the Office Manager for incoming calls and deliveries
- Other duties as assigned. Additional responsibilities, depending on prior experience and skill set, may include drafting copy for membership appeals and other marketing materials related to the membership program, strategizing with Development Manager, Executive Director, and communications team on member retention and acquisition strategies, and assistance with grant applications. This position requires 40(+) hours a week including occasional evening and weekend hours.

Qualifications:

One or more years of previous experience in an office support or nonprofit administrative role required. This person should have a strong attention to detail, be a self-starter, an excellent multi-tasker, and extraordinarily well-organized. Strong computer skills, including expert knowledge of Microsoft Office products — Outlook (mail merge) and Excel in particular — required. Cash handling experience and excellent customer service skills also required. Proficiency in Altru or similar database management system preferred. Must have an understanding and appreciation for Film Streams' mission.

Salary range is \$35,000-\$40,000, depending on experience. Benefit package provided, including medical, supplemental insurance and 403(b) retirement plan, paid holidays, and paid vacation on a graduated scale based on years of service.

To apply, send a resume and cover letter by Thursday, April 15, 2021 to dana@filmstreams.org.

About Film Streams

Film Streams is a 501(c)3 nonprofit arts organization dedicated to enhancing the cultural environment of the Omaha-Council Bluffs area through the presentation and discussion of film as an art form.

Our organization oversees two wonderful and distinct cinemas: the Ruth Sokolof Theater, the two-screen venue we opened in 2007 within the Saddle Creek Records complex in North Downtown Omaha, and the historic Dundee Theater, Omaha's longest surviving neighborhood cinema. Open seven days a week, our two cinemas host a variety of programs within five principal areas:

New Releases: New American independents, documentaries, and international films making their theatrical premieres in Omaha and the surrounding region.

Repertory Selections: Classic films, themed series, director retrospectives, and revivals celebrating the history and cultural spectrum of film as art, presented with the highest quality 35mm prints and DCP restorations available.

Community Development: Collaborative screenings with other nonprofit organizations, using film as a catalyst for important conversations about our community and the world around us.

Education: Year-round film-education opportunities for all ages, including a Daytime Education Program in which teachers bring their classes to our cinema(s) for field-trip screenings and discussions, and Courses, a public program of multi-film seminars for adult audiences.

Special Programs: Q&As with visiting filmmakers, live musical performances to silent classics, an annual Local Filmmakers Showcase, and other special events complementing each of the aforementioned areas.

As a nonprofit committed to screening films based on their creative, artistic, and social merits, Film Streams depends on the support of our membership program, individual donors, grants from foundations, corporations and government organizations, and community volunteers. We also benefit from the proceeds of our Feature galas, which bring some of the greatest living artists in film to Omaha for conversations about their careers and perspectives on the medium.