

VACANCY

Director of Development

Xanthe Films, LLC

Chicago, Illinois

A startup film production company with an aggressive production slate for the next two years seeks a DIRECTOR OF DEVELOPMENT who would work from home first and eventually move into an office.

The successful candidate will play a major role in creating a development department and shaping the direction of the company.

Major Responsibilities:

- Work with the CEO and Advisory Board to create and implement annual fundraising plans with specific income goals in the source area of private investors, foundations and individuals.
- Generate company prospects and write business plan
- Identify and pursue relevant production funding sources including investment opportunities
- Work closely with Advisory Board, attend and report on activities of Development Department at all Board meetings and selected committee meetings; participate in annual budgeting process
- Work closely with CEO, Partners and other staff as part of cooperative team effort

Qualifications and Skills:

- College Graduate or Equivalent with relevant experience
- Exceptional oral and written communications skills
- Demonstrated ability to set and meet annual fundraising targets
- Demonstrated track record of success in key fundraising areas including private funding, individual giving, capital campaigns, special events, and database management
- Detail oriented, persistent, and exceptional with follow-up
- Strong organizational skills, and the ability to manage multiple priorities and meet deadlines
- Flexibility positive attitude, and ability to thrive in a dynamic start-up environment

To apply send your resume to employment@xanthefilms.com.

Currently, due to lack of finances we are unable to provide a fixed salary for this position, however we will provide film credits and deferred payment once and when our films are completed and distributed.

Xanthe Films is an Equal Opportunity Employer.