



MILWAUKEE FILM

Executive Director Impact Description

October 2024



ORGANIZATION AND POSITION OVERVIEW

Milwaukee Film (MKE Film), internationally recognized for curating and executing a world-class film festival, is seeking an executive director to lead the organization to its next level of growth and success. The organization's next executive director will be a visionary leader who shares that passion and possesses the ability to articulate and implement a clear, strategic vision for the organization's future.

Globally, MKE Film has a proven record of creating and enriching meaningful coalitions and connections which support the evolution and success of filmmaking and immersive film experiences. Since 2009, the *Milwaukee Film Festival* has brought together leading, internationally renowned, filmmakers alongside tens of thousands of film fans to celebrate the magic of film and the power of cinema. For the last decade, the *Milwaukee Film Festival* has been recognized throughout the industry as one of the top ten in the country.

Locally, MKE Film has rescued and is the proud operator of the magnificent Oriental Theatre and The Downer Theatre, two unique historic cinemas providing unparalleled environments in which to learn and grow. The organization is dedicated to entertaining, educating, and engaging our local and regional communities through the creation of outstanding cinematic experiences.

The impact and legacy of storytelling is woven into every aspect of MKE Film. The organization's leadership recognizes the importance of fostering a healthy, vibrant community for all, as well as the significance of lifelong learning through innovative, unparalleled opportunities.

To learn more, please visit us at: <https://mkefilm.org/>

Requirements

- A deep commitment to the fulfillment of the MKE Film’s mission of creating world-class cinematic experiences that convene our diverse communities and catalyze positive change in the world.
- Thorough understanding of non-profit organizations with a keen eye and passion for the film industry and the arts.
- A deep understanding of film festival operations and the larger film festival ecosystem.
- Business operation experience including strategic planning, financial controls, and marketing creativity to maximize organizational returns.
- Experience in facilitating local, national and international coalitions aimed at enhancing industry success and operational excellence.
- Exemplary public speaking and media relations experience.
- Adaptive and flexible leadership style with a belief that teamwork and cooperation are essential components of success.
- A minimum of five years of senior leadership experience as part of a diverse team.
- Proven ability to cultivate and nurture a positive work environment and organizational culture.
- Record of success in communications and brand awareness programs.
- Extensive experience in fiscal leadership and accountability, including organization-wide budget planning and management.
- Proven fundraising capabilities and strong donor relationship management experience.



Responsibilities & Qualifications

- Develop an ongoing vision for the future of MKE Film as a leader in the film festival space.
- Represent organization in appropriate film-related networks and activities to ensure MKE Film is consistently a leader in the industry.
- Participate in and network with appropriate civic groups to promote MKE Film and its activities.
- Create and execute two film festivals and other special events annually.
- Serve as principal external-facing spokesman for the organization.
- Manage and improve organizational top line growth – both contributed (annual support, major gifts, grants, and planned gift) and earned (admission, membership, events, special screenings, and merchandise shop) revenue.
- Create, lead and inspire teams to meet short and long-term organizational goals and priorities.
- Create, support and oversee a strong internal fund-development program.
- Oversee continual expansion of organization’s diverse membership base.
- Lead recruiting, hiring, and training of all staff with ultimate responsibility for maintaining a healthy and productive organizational culture.
- Create and maintain a positive and constructive working relationship with the organization’s Board of Directors.

COMMITMENTS FROM MILWAUKEE FILM

Milwaukee Film is comprised of some of the most talented and hard working staff in the country. The organization’s board leadership and members are unfailingly committed to supporting Milwaukee Film’s vision and ongoing success. We are a community of film lovers, media makers, industry leaders and knowledge seekers who collectively strive to create an inclusive, welcoming, and safe environment for all.

Milwaukee Film represents diverse views and experiences, and aim to treat one another—filmgoers, volunteers, artists, guests, press, board, and staff alike—with respect, courtesy, and kindness. The organization further believes that advancing equity, diversity, and inclusion is critical to the success and growth of the organization, the community, and the people we serve.

Milwaukee Film is committed to equal employment opportunities without discrimination or harassment for all colleagues and applicants for employment. The organization’s success depends on qualified individuals regardless of their race, color, religion, sex, sexual orientation, gender identity or expression, marital status, citizenship, national origin, age (40 or older), disability, or genetic information (including family medical history). We will not discriminate on the basis of these characteristics, or any other characteristic protected by law in any personnel action including, but not limited to, hiring, training, promotions, transfers, demotions, benefits, compensation, discipline, termination, and any other conditions or privileges of employment.

It is the responsibility of everyone employed at Milwaukee Film to give this Equal Employment Opportunity policy full support through leadership and personal example and to help create a work environment that is conducive to effective equal employment opportunity.

Milwaukee Film offers its staff members a generous suite of benefits including health, dental, and vision insurance as well as short and long term disability benefits, life insurance, flexible spending accounts, and a 403B plan.

The salary range for this leadership role starts at \$150,000

INSTRUCTIONS FOR APPLICANTS

Interested applicants can please assemble and email all items below, combined into one document, to MKEFilm@leadingtransitions.com no later than **1:00 p.m. CT November 1, 2024**: A **letter describing your qualifications** for this position, **your interest in Milwaukee Film's mission**; A **detailed and updated resume**, and the names of, your relationship to, and the contact information for, **three professional references**.

- References will not be contacted until a candidate has been notified.
- All offers of employment are contingent upon clear results of thorough background and reference checks.
- All inquiries about, and interactions with, candidates are kept in strict confidence.
- This position will remain open until filled.



Leading Transitions is committed to the vitality and growth of mission-based, nonprofit, philanthropic, and community-centered efforts and organizations, and their leaders. The firm's inclusive practices provide the flexibility and creativity necessary to adapt to the intricacies and dynamics of any community. We believe that periods of change are transformational and bring new diverse opportunities.

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