

# BENDFILM

a celebration of independent cinema

## Position Announcement Executive Director



### About BendFilm

Founded in 2004, BendFilm is a non-profit organization dedicated to celebrating independent cinema's unique power to enrich lives, promote diversity and inspire change through an independent film festival and vibrant educational programs in Central Oregon.

BendFilm's signature event is the annual Bend Film Festival, which became one of only 27 Academy-qualifying film festivals in the United States in 2021, was named in 2019 as one of MovieMaker Magazine's Coolest Festivals in the World, and has been named one of 50 Festivals Worth the Entry Fee, for many years. With more than 6,000 attendees, the festival showcases more than 130 professional independent and mass-appeal feature and short films, and hosts a variety of educational panels and talks with filmmakers, jurors and special guests. As a way to curate independent and cult-classic films throughout the year, BendFilm owns and operates the Tin Pan Theater, a boutique arthouse cinema that offers independent, mainstream, documentary, genre-focused and niche film screenings and private events. BendFilm encourages emerging and established women and BIPOC filmmakers to develop their craft, and offers a variety of year-round programs that foster diversity, educate students, and bring independent cinema to underserved communities.

BendFilm is located in Bend, Oregon, renowned for its beautiful natural landscapes, outdoor recreation, and a vibrant downtown. We have an annual budget of \$1.3 million and nine staff. Our board and staff are a creative group, passionate about film, committed to our mission, and excited to be part of the organization. Our 2022-2025 Strategic Plan charts a path of growth, and the next Executive Director (ED) should be prepared to play a lead role in this effort.

### The Opportunity

BendFilm is seeking a dynamic and entrepreneurial ED who loves film and is energized to lead the organization in its continued growth, building on our rich history of bringing independent cinema and related programming to Bend, Oregon and beyond. The job is exciting and varied, and suited to an individual who thrives working with creative people and is motivated to connect with

filmmakers, share the great films we discover, and advance our efforts to serve and build a more diverse, equitable, and inclusive community. As we grow, we'll aim to maintain our independent-film niche and preserve our small-organization culture. In the long-range, our goal is to own a building suited to accommodate our annual festival and office. In order to meet the job's varied dimensions, the new ED will need strong leadership and management skills, a deep knowledge of film and the industry, excellent communication, networking, and fundraising skills, and a depth of interpersonal skills.

BendFilm's new ED will lead and empower the organization's small yet highly capable staff team, working in partnership with an active Board of Directors. In addition to providing oversight of the staff and operations, this individual should be prepared to roll up their sleeves as needed, to get the job done. The new ED also should be enthusiastic to assume a considerable external focus, building the visibility of the organization both in our local community and nationally, fostering partnerships, and playing an active role in fund development efforts, in order to support sustainable financial and programmatic growth.

## The Ideal Candidate – Experience and Capacities

BendFilm is seeking an Executive Director with the following profile.

- **Leadership.** A creative and entrepreneurial leader who is passionate about the BendFilm mission, and has the skills and drive to lead organizational growth and change. Strong emotional intelligence, an excellent listener and communicator, and the capacity to inspire and motivate others within the organization and the broader community. Strategic and resourceful, with demonstrated experience in turning vision into action.
- **Film Industry.** A film lover who shares our passion for the creative process and appreciates the power of our programming. Our new ED will have a deep knowledge of film and the industry, through work or other experience, will have the background to credibly speak for BendFilm among filmmakers, the media, and others in the industry, and will be excited to be immersed in the film industry culture.
- **Management and Organization.** Experience needed to shape and deliver on strategy and plans, and capably oversee our festival and programs, operations, and systems (financial, HR, data, facilities, etc.). A track record of working effectively with a nonprofit board of directors. The proven ability to delegate and empower others, support and advocate for staff, build trust and problem solve, and nurture a high-performing team and organizational culture.
- **Diversity, Equity, and Inclusion.** The knowledge, understanding, and personal experience needed to effectively promote a more diverse, equitable, and inclusive organization. Motivated to use the position of ED to further BendFilm's efforts to foster DEI within the organization, in our programming, and in the development of our audience and constituency.
- **Fundraising and External Focus.** A compelling speaker who is well prepared to represent BendFilm, and to maintain and broaden our relationships with funders, partners, and community and industry leaders. The new ED will help raise the visibility of our organization and the case for further growth. This ED will have demonstrated success in cultivating and stewarding donor relationships, and inspiring increased support for the organization.

## Salary and Benefits

- Starting salary of \$85,000 to \$95,000, depending on experience.
- This is a full-time, exempt position, located in-person (not remote) in Bend, Oregon.
- Benefits include medical insurance, paid time off, a matching SIMPLE IRA, and more.

## To Apply

Please submit the following by **Sunday, August 27, 2023**:

1. A cover letter that demonstrates how your experience and skills lead you to be a good fit for this position, and what about this opportunity most interests you.
2. A complete chronological resume.
3. Also, tell us how you heard about this opportunity.

Please send your application **as a PDF** via email to: [bendfilm@pagetwopartners.com](mailto:bendfilm@pagetwopartners.com), attention: Executive Director Search Committee. We will acknowledge receipt of your application, and all inquiries will be handled confidentially.

For the Executive Director Job Description and additional information visit <https://bendfilm.org/>.

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## Equal Opportunity Employer

BendFilm values the strengths that a diverse workforce offers and is committed to honoring the dignity of every individual. Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We would encourage you to apply, even if you don't believe you meet every one of our qualifications described though feel you are capable of meeting expectations.