



**The Association of Film Commissioners International (AFCI) is looking for an  
Executive Director**

Founded in 1975, the Association of Film Commissioners International (AFCI) is the only global non-profit professional organization representing City, State, Regional, Provincial and National Film Commission members on six continents.

AFCI provides advocacy, connectivity and educational needed for film commissions and business in the audio visual sector to foster economic growth, to initiate the groundwork for strong infrastructure and provide the essentials for professional development in a fair, sustainable and socially diverse manner world-wide.

The film, television and new media industry generates economic growth through the hundreds of millions of dollars spent annually on production, post-production and VFX work and the creation of thousands of jobs. Film and TV production also generates sustained growth in tourism.

Job Description:

Executive Director, Association of Film Commissioners International (AFCI)

The Executive Director of the Association of Film Commissioners International (AFCI) oversees the administration and operations of the Association, and implements the strategic goals and objectives established by the Board of Directors. The Executive Director works closely with the global membership and international industry leaders to ensure that the purpose, character, and role of the Association are respected, encouraged, and advanced.

- The Executive Director reports to the Board of Directors, with the Chairperson serving as immediate supervisor. The Executive Director supervises all permanent, temporary, or contract staff of the AFCI.
- The Executive Director shall be based in the Los Angeles, California region.

**STRATEGIC PLANNING AND GOVERNANCE**

- With the Board, develop and execute multi-year strategic plans outlining the Association's overall goals, objectives, and key performance indicators. Manage and make recommendations on the AFCI strategic plan to ensure its timeliness and effectiveness in implementation.

- Develop and execute annual work plans, job descriptions, performance scorecards, operational budgets, corporate financials, and any other operational documents to implement and report on initiatives, events, programs, and other membership services, as aligned to the approved strategic plan.
- Provide quarterly reports against progress for all strategic and operational plans.
- Work with the Chairperson to plan and execute Board meetings, including overseeing preparation of management reports, board kits, and proposals for decision
- Work with the Board to plan and execute Advisory meetings, including overseeing role and responsibility, composition, term or service, and outcomes
- Generate or utilize research that analyzes AFCI members and international industry trends to guide board decisions on strategies and operations.

#### ADMINISTRATION, LEADERSHIP, AND HUMAN RESOURCES

- Manage and administer all operations of the AFCI, its programs and initiatives.
- Manage and administer the budget and all financial resources according to generally accepted accounting principles (GAAP), established financial policies, with monthly reporting in collaboration with the Director of Operations to the Treasurer and quarterly financial reports to the Board of Directors.
- Lead and supervise AFCI team of two and additional contractors and conduct yearly performance reviews in accordance with established personnel policies and procedures. Update job descriptions and performance indicators as needed. Communicate any issues to the Board through the Chairperson with guidance from AFCI legal counsel as appropriate.

#### COMMUNICATIONS, MEMBERSHIP, AND OUTREACH

- Serve as primary spokesperson for the AFCI with support from the Chairperson as needed.
- Ensure clear communication between the AFCI executive office and the membership, the industry, the media, and the public.
- Establish and maintain positive relationships with the global entertainment industry to strengthen advisory relationships and build partnerships
- Establish and maintain strong relationships with global film commissions, to recruit new member commissions and retain existing members.
- Establish and maintain strong relationships with global industry press outlets, the trades and program partners
- Oversee all membership services, communications and initiatives to grow membership.
- Oversee AFCI marketing and promotional campaigns, materials and media tools. Ensure that all AFCI programs and activities include media, social media, branding, public relations, and marketing activations
- Oversee AFCI fundraising and sponsorship initiatives.

## PROGRAMS, SERVICES AND INITIATIVES

- Oversee the delivery and quality of all AFCI programs, products, services, and initiatives including information management, online services and professional development, education, and training.
- Supervise the creation and implementation of all AFCI events such as Cineposium, AFCI Week, AFCI University, seminars, etc.
- Lead AFCI monthly membership meetings, curating discussions and content for the meetings and securing guest speakers as applicable.
- Actively work with new and established members to ensure that they receive adequate information and that AFCI programs meet their needs.
- Identify and oversee AFCI led industry research initiatives.

## QUALIFICATIONS AND COMPETENCIES

- Degree in Arts Management, Film Production, Marketing/PR, Media/Communication, International Relations, Public Policy, Organizational Management, Cultural Studies, and/or comparable professional experience.
- At least ten (10) years experience working in the screen production, location management, film commission management, or other related industries.
- At least seven (7) years experience in managing teams, resources, programs, events, and projects.
- At least five (5) years experience leading organizational and operational strategies.
- Comprehensive knowledge of the screen-based industries and the trends that impact global film commissions and the film and audiovisual business.
- In depth knowledge of the screen industries - locally, regionally, and internationally - including but not limited to knowledge of international screen production requirements, tax and incentive regimes, and global market trends.
- Demonstrated experience in corporate governance, financial management, and organizational management.
- Knowledge of programs Salesforce, Google Suites and WordPress.
- Excellent leadership skills and teambuilding skills.
- Excellent oral, written, and interpersonal communication skills.
- Excellent networking, client relationship, and partnership building skills.
- Excellent public speaking skills.
- High emotional intelligence.

The Association of Film Commissioners International (AFCI) is an equal opportunity organization and will not allow discrimination based upon age, ethnicity, ancestry, gender, national origin, disability, race, size, religion, sexual orientation, socioeconomic background, or any other status prohibited by applicable law.

## HOW TO APPLY

Please supply a cover letter to the Chairperson of the Board of the AFCI that details your knowledge of the AFCI and Film Commission organizations and provide answers to the following questions:

1. What do you consider to be key goals for AFCI over the near- and long-term?  
What specifically would you bring to the table to help AFCI achieve these goals?
2. With the traditional audio-visual industry continuing to undergo dramatic shifts due to the digitization of the entire system, with changes happening in financing, production and exploitation, what role can the AFCI play here?
3. What would be your vision on the international aspect of the organization's focus?

Only applications that answer the above three questions will be reviewed.

Also include:

- Resume
- Two references with contact information

This position will be based in Los Angeles.

Salary range \$ 100,000 - \$125,000 per annum.

The job also holds:

- Vacation Days
- International and domestic travel to industry festivals and markets
- Equal opportunities, diverse and inclusive environment
- Flexible working environment

Deadline for Applications: September 1st 17:00 PST 2022

Email to: [recruitment@afci.org](mailto:recruitment@afci.org)