



POSITION OPENING AT THE LEF FOUNDATION

JOB TITLE: Program Officer

EFFECTIVE DATE: October 2021

HYBRID: Remote and in-person

PART TIME: 4 days/week

SALARY: \$54,000

The LEF Foundation's New England team is seeking a Program Officer to work four days per week starting on or about October 25, 2021, on a remote/work-from-home basis with some in-person meetings and assignments. The Program Officer's role involves a range of responsibilities, including grantmaking, communications and publicity, coordination of affiliated filmmaker programs and fellowships, and general administrative duties. While responsible for individual duties, their primary role will be to work collaboratively with the Program Director on shared responsibilities and goals.

Established in 1985, the LEF Foundation is a private family foundation based in New England and California. Through the [LEF Moving Image Fund](#), the New England team supports the creation of new work by documentary filmmakers living in the region, through an open application and peer reviewed decision-making process. The New England team also manages [the DocYard](#) screening series, a film exhibition program that serves to enrich and support the regional documentary film community.

The LEF New England team is seeking someone who values filmmaking as an independent form of expression, is committed to supporting individual artists working across all modes of documentary, and seeks to be part of a diverse and eclectic local film community. We look for a candidate who will become a core member of a small team that values honesty and accountability and relies on a high level of individual initiative and team-wide collaboration.

LEF is committed to fostering a supportive, diverse, and inclusive work environment. People of color, women, LGBTQIA+ individuals, people with disabilities, and those who otherwise identify as marginalized are strongly encouraged to apply. Working for the LEF Foundation means joining a dynamic and dedicated team where your individual ideas, contributions, and personal and professional growth will be valued. Team members are encouraged to bring their full selves and lived experience into their roles, while seeking new creative challenges and professional development.

This remote position offers a 32-hour work week with a salary of \$54,000, and a year-end reimbursement for the estimated costs associated with working from home, but does not offer health insurance or other benefits. The position's responsibilities begin on or about Monday, October 25, 2021 with working days on Monday, Tuesday, Thursday, and Friday, and working hours generally from 9am - 5pm Eastern, though the Program Officer's responsibilities may occasionally require some flexibility to work outside of those days and hours.

The LEF New England team does not have a physical office and typically works remotely, with periodic in-person team meetings and occasional duties in the Greater Boston / New England region. Thus, only candidates living within the Greater Boston & New England areas, or those who are planning to move to the region on or about October 25th, 2021, will be considered for this position. Please note that due to COVID-19 all LEF activities are currently virtual / remote until further notice.

Program Officer Main Responsibilities:

LEF Moving Image Fund Grants Management:

- *Shared Responsibilities (with the Program Director):*
 - Serving as a point-of-contact for applicants to help them navigate the grant application process, including answering eligibility questions, troubleshooting technical issues, sending final grant decision notifications, and requesting final reports.
 - Updating informational materials to assist applicants in applying for LEF funding.
 - Maintaining and updating LEF Moving Image Fund application forms, and managing access to online applications for peer reviewers.
 - Maintaining the public LEF grants directory with information about new grants and project updates.
 - Organizing and compiling digital application review materials and orientation materials for peer reviewers.
 - Planning, coordinating, and hosting virtual (and potentially future in-person) peer review meetings.
 - Reviewing applications and taking part in staff review meetings.
 - Coordinating and conducting program evaluations, based on feedback from applicants, grantees, peer reviewers, and other community partners and stakeholders. This includes identifying and implementing new protocols that are responsive to programmatic feedback.
- *Individual Responsibilities:*
 - Coordinating the peer reviewer nominations process and logistical communications with invited peer reviewers.
 - Collecting and compiling all peer-review feedback notes to be shared with applicants during feedback phone calls.

LEF Strategic Grants, Fellowships, Partnerships, and Sponsorships

- *Individual Responsibilities:*
 - Managing administration and communications for existing partnerships, fellowships, strategic grants, and sponsorships with a variety of local film organizations, including the Flaherty Seminar, the Points North Institute, and the Harvard Film Study Center.

LEF Communications:

- *Individual Responsibilities:*
 - Compiling and drafting a monthly newsletter for LEF New England.

- Creating and managing new content for the LEF website, newsletter, and social media (Facebook / Twitter), including periodic information about upcoming LEF grant deadlines, fellowships, and other opportunities for local filmmakers.
- Troubleshooting occasional email and website technical issues and other glitches with online communication platforms.

LEF Finance and Administration:

- *Shared Responsibilities (with the Program Director):*
 - Processing all invoices and grant check requests on behalf of LEF New England and LEF California.
 - Compiling LEF Foundation Annual Board Report.
 - Populating and managing the LEF internal Google calendar.
- *Individual Responsibilities:*
 - Taking notes at LEF staff meetings twice a week.
 - Collaborating with the LEF accounting team to code all LEF expenses from check requests and credit cards for monthly, quarterly, and year-end budget reports.
 - Updating internal LEF grants database to assign grant numbers and make sure all addresses and contacts are up to date.
 - Picking up the mail from the LEF PO box in Harvard Square on a weekly basis, and handling miscellaneous physical communications where a response is needed quickly.

Required Qualifications and Skills:

- At least 3 years of arts administration experience.
- The ideal candidate has experience working in film/video grants administration or other artist development / filmmaker support programs and partnerships (fellowship programs, mentorship labs, residencies, etc).
- The ideal candidate is committed to building strong, trust-based working relationships within a small team setting, centering thoughtful, responsive, and direct communication through twice weekly team meetings and frequent e-mail and phone communications.
- The ideal candidate is comfortable working independently, and is a reliable self-starter who takes initiative and follows through with measurable results on a variety of responsibilities.
- Must be able to prioritize and multi-task effectively while meeting deadlines.
- Able to act quickly and with precision to make updates as needed.
- Excellent writing skills with a strong eye for details, and ability to provide past writing samples that show a track record of well-written, customized language across multiple platforms.
- Excellent interpersonal skills are a must, as is the ability to work in a multi-cultural, multi-ethnic environment that is committed to anti-racist introspection and practice.
- A strong interest in exploring and supporting a regional community of filmmakers who represent a diversity of individual entry points and artistic approaches to filmmaking.
- A commitment to community-building and inclusivity.
- An interest in evaluating opportunities for peer-reviewed approaches to grantmaking for individual artists.

- Able to work from home on a personal computer, and to attend virtual meetings with team members, in addition to occasional in-person meetings in the Boston area.
- Proficiency with Microsoft Office, Google Drive, AirTable, Constant Contact (or another mailing list provider), Wordpress, Facebook, Twitter, Instagram, Zoom, YouTube, Vimeo. In addition, a high familiarity with Submittable (or another application management platform) and the ability to adapt to additional platforms that LEF might use.
- Some photo editing / graphic design experience using programs like Canva, PhotoShop or InDesign.

Preferred qualifications:

- Experience directing/producing an independent film.
- A strong network of independent filmmaker contacts in or outside of Boston.
- Prior familiarity with the funding and festival landscape for US-based independent filmmakers.
- Proficiency with video editing software (Adobe Premiere Pro, Final Cut Pro, AVID, etc).

For more information about the LEF Foundation, please visit www.lef-foundation.org

To apply, please send a resume, three reference contacts, and a cover letter addressed to Lyda Kuth at the following e-mail address: opportunities@lef-foundation.org

Deadline to apply: Monday, September 20, at 12pm noon Eastern Time. Position will be open until filled.