

Three Dollar Bill Cinema Seattle Lesbian & Gay Film Festival Volunteer Job Description

Job Title: Annual Fund Assistant
Reports To: Membership Manager
Supervises: N/A

Duties and Responsibilities:

- Work with Membership Manager to encourage annual fund giving for Three Dollar Bill Cinema.
- Assist with the processing of donations, including generating thank you letters and monthly reporting.
- Help organize special events related to annual fund giving.
- Participate in pre-Festival outreach at Three Dollar Bill Cinema events.

Qualifications

- Comfortable using Mac computers and operating systems
- Familiarity with Excel and Word; Filemaker Pro a plus
- Data entry experience
- Enthusiasm for raising awareness about Three Dollar Bill Cinema
- Excellent communication and organizational skills
- Outgoing
- Detail oriented
- Commitment to working with people from varying social, economic, sexual, ethnic and gender backgrounds

Time Commitment

- Year round (average 3-5 hours per week, increasing to 20 hours (mostly nights and weekends) during festival week in October).

Compensation

- Seattle Lesbian & Gay Film Festival Full series pass
- One year Banana level membership



Producer of
the 2010 Seattle
Lesbian & Gay Film Festival
October 15-24

Three Dollar Bill Cinema
1122 E. Pike Street #1313
Seattle, WA 98122-3934
USA

tel: 206-323-4274
fax: 206-323-4275
info@threedollarbillcinema.org
www.threedollarbillcinema.org