



French and American Cultural Society

88 Kearny Street Suite 600, San Francisco CA 94108

The French and American Cultural Society is offering a part-time job:

Development Officer **Position to be filled as December 2018**

Candidates will find the job description below. Applications can be sent to emilie.passerieux@diplomatie.gouv.fr until **November 15, 2018**.

Job summary:

The French American Cultural Society (FACS) is a non-profit organization (501 3c). The Development Officer assures implementation of fundraising strategies and FACS's various cultural and educational programs, animates and develops the community.

Nature and scope of position:

Under the authority of FACS's board of directors and in collaboration with the Cultural Services in San Francisco (MCUFEU), the Development Officer is in charge of:

1. Development and fundraising

- Participates in defining the French American Cultural Society's fundraising strategy
- Determines French American Cultural Society's fundraising goals and identifies the necessary means to implement the strategy
- Implements fundraising operations, in consultation with the Board of Directors.
- Creates communication media for potential financiers
- Cultivates FACS's community

2. Implementation of FACS's programs

- Implements FACS's programs: Curatorial Research Grant, A Room with a View, exhibitions at the Résidence de France...
- Organizes regular FACS's community events (private visits, invitations to festivals and cultural events of the Bay Area, dinners, private concerts...)

3. Administrative management and communication

Ensures the day-to-day management of the organization: budget planning and accounting, communication, activity reports, animation and preparation of Board of Directors meetings, and any other task necessary for the proper functioning of the organization.

Qualifications	
Training and/or professional experience	<ul style="list-style-type: none"> - Knowledge of fundraising mechanisms and French and American actors in the sector. - Skills in project management and communication. - Excellent writing skills in French and English. - Experience in the American and/or French cultural and artistic sectors, in contemporary creation & digital cultures.
Required languages	<p>English: read, spoken, written: bilingual French : recommended</p>
Computer knowledge	<p>Microsoft Office (Excel, Word, Powerpoint, Access, Outlook), Photoshop, Indesign, WordPress, MailChimp, QuickBooks.</p>
Other skills	<ul style="list-style-type: none"> - Excellent interpersonal skills - Ability to work as part of a team - Autonomy and sense of initiative

Other	
<ul style="list-style-type: none"> - Weekly working time: 20 hours - Remuneration to be defined according to candidate's profile. - Availability and schedule flexibility, including in the evening - The development officer will work under the authority of the Board Director and in functional liaison with the Cultural Attachée in San Francisco and the Cultural Services team in San Francisco. 	