

Job Title: Development Coordinator
Reports to: Partnerships Manager & Government Relations Manager
Duration: Fulltime - May 1st, 2026 – April 30th, 2027
Location: VIFF Centre (1181 Seymour St, Vancouver)
Scope: VIFF Year-Round/Festival 2026
Remuneration: Salary Range: \$44,000 – \$47,500 – Plus Benefits Package

ABOUT VIFF

The Greater Vancouver International Film Festival Society is a not-for-profit cultural organization that operates the internationally acclaimed Vancouver International Film Festival (VIFF) and the year-round program at the VIFF Centre. We thank the Musqueam, Squamish and Tsleil-Waututh Nations for their continued stewardship of the unceded and occupied land on which our work takes place.

VIFF is the home of film and film culture in Western Canada. Driven by curatorial excellence, VIFF encourages understanding of the world's cultures through the art of cinema. We produce screenings, talks and events as a catalyst for a diverse community to discover, discuss and share the creativity and craft of storytelling on screen.

The Greater Vancouver International Film Festival Society is dedicated to accessible employment practices and committed to being an equal-opportunity employer. We value a diverse and inclusive workplace that is reflective of our community and encourage applications from members of communities that have been marginalized based on sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, or status as an Indigenous person. Please feel free to advise us of any accommodation needs.

ABOUT THE POSITION

Reporting to the Partnerships Manager & Government Relations Manager, the Development Coordinator is responsible for providing administrative and logistical support for the partnerships team, encompassing Government Grants and Sponsors as well as Foundations.

Qualifications:

- Demonstrated experience working in a deadline driven environment (bonus points for arts & culture)
- Experience working on events, an eye for detail, a passion for exceeding expectations and a desire for providing “value-added” service.
- Knowledge of or experience with government grants and/or foundations
- Exceptional verbal and written communications skills.
- Excellent relationship management skills.
- Comfortable making informed decisions and delegating tasks to volunteers.

- Proficient in Microsoft Office (Excel, Sharepoint) and InDesign - experience with a CRM program is an asset.
- Must be available to work evenings and weekends occasionally (particularly during the Festival weeks).

Responsibilities:

Departmental Admin (30%)

- Provide administrative support to the Development team
- Keep a comprehensive calendar of deadlines
- Manage all funding files in archives, FileMaker and the CRM
- Participate in the Festival Operations team planning meetings to communicate sponsor deliverables to ensure smooth delivery of same.
- Lead internal asset collection and assist in the planning and delivery of post-festival reports to partners and funders.

Grants/Foundations (30%)

- Support the early stages of foundation and government grant applications (draft narrative, edit, assemble documentation)
- Assist with the writing of articles, solicitations, supporting documents for proposals and other forms of written communication
- Maintain or oversee maintenance of funder support documentation
- Track and receive funding payments.

Partnerships (40%)

- Support timely preparation of sponsorship proposals, status reports and final reports
- Assist in the planning and coordination of VIFF collateral pieces and sponsor recognition throughout the festival, including benefits for corporate partners (approx. 60) and media partners (approx. 30) in support of the marketing team
- Liaising with sponsors in areas such as asset collection, invoicing etc.
- Communicating deadlines for asset collection to sponsors and ensuring all assets are spec filed and spec checked in time to meet deadlines i.e. the publishing deadline for the program guide.
- Ensure that all sponsor digital activations are scheduled and confirmed by all relevant individuals and departments.
- Event support with emphasis on sponsorship-specific activations and special events.
- Tracking sponsor benefits to ensure that all benefits are delivered as per contract.
- Liaising with the Ticketing team to facilitate sponsor ticket allocations and accreditation.
- Collaborate with the Volunteer Department to ensure adequate volunteer resources are recruited and scheduled for the sponsorship team.
 - Scheduling, and supporting sponsorship specific photographers and social media team.

- Coordinating VIP guest lists and Sponsor check-in at events i.e. opening gala screenings and party (if applicable).

Deadline for application is April 2, 2026

How to apply: Please submit a current CV, along with a cover letter to careers@viff.org. Please include “DEVELOPMENT COORDINATOR” in the subject line of the email. We thank all applicants for their interest and advise that only those requested for an interview will be contacted due to the volume of applications anticipated. No phone calls, please.