



Fiscal Sponsorship Program Manager, International Documentary Association

Salary Range: \$83,720.00-\$92,560.00

Reports to: Director of Finance and Administration

Location: Los Angeles, CA - Hybrid

FLSA Status: Exempt-Salary

Benefits: Medical / Dental / Vision Insurance | 401K | Flexible Work Schedule | Generous PTO

Application Deadline: Rolling

ABOUT IDA

The **International Documentary Association (IDA)** supports the vital work of documentary makers and champions a thriving and inclusive documentary culture. We are dedicated to the vision of a world where documentary creators flourish. Through our work, we connect audiences with the best of the form, provide resources, create community, and defend the rights and freedoms of documentary artists, activists, and journalists around the globe. We do this work because we believe that documentaries enrich and deepen our culture, fostering a more informed and connected world.

Fiscal Sponsorship Program Manager

The Fiscal Sponsorship Program Manager oversees the day-to-day operation of the IDA's field-leading fiscal sponsorship program, which serves hundreds of documentary projects and filmmakers at all professional levels.

This role works directly with the accounting and communications teams on the successful operation of existing programs.

Responsibilities:

- Supervise the Fiscal Sponsorship Coordinator, including day-to-day management, goal setting, and performance reviews.
- Manage the Fiscal Sponsorship Program to meet key performance indicators, both the annual revenue goal and the enrolled and active projects goals.
- Work together with the department leadership and Fiscal Sponsorship Program staff to develop, implement, and maintain a cohesive strategy for the operation and expansion of existing and new IDA services and programs that directly serve filmmakers and their interests while achieving the key performance indicators established annually.



- Manage the integration of filmmaker services into the organization's existing and evolving communications strategies.
- Coordinate outreach activities with Membership, Marketing & Communications, and Artist Programs, ensuring that enrolled projects maintain their memberships.
- Provide necessary reporting to the Membership program to manage active and lapsed memberships.
- Work closely with Accounting/Finance to develop annual program budgets, manage and track budgets against goals, and proactively communicate budget status and differentials to the Director of Finance and Administration.
- Track and periodically report on the progress of portions of the organization's overall strategic plan related to fiscal sponsorship and filmmaker support services.
- Train, supervise, and provide feedback, mentorship, and guidance to the Fiscal Sponsorship Coordinator.

Fiscal Sponsorship Day-to-Day Responsibilities:

- Manage the fiscal sponsorship application process, including reviewing incoming fiscal sponsorship applications, providing feedback to applicants, and writing recommendations for acceptance or rejection of projects applying for sponsorship.
- Serve as the first point of escalation for filmmakers and funders with high-level questions about fiscal sponsorship.
- Work closely with the Accounting/Finance on managing all fiscal sponsorship financials, including donation processing, donor receipting, fund release requests, and project reporting.
- Review and provide feedback to crowdfunding campaigns and event fundraising whenever a filmmaker requests.
- Manage communication with sponsored projects and provide support for the overall communication strategy for the Fiscal Sponsorship Program, including but not limited to creating dedicated eBlasts about FSP related updates and offers, producing newsletters, writing blog content, creating and managing online resources, managing and participating in online forums and communities, and regularly communicating with program participants about program changes, updates and deadlines.
- Ensure excellent customer service to applicants and program participants, provide timely program-related information, and answers to questions.
- Facilitate and proactively maintain positive relationships with funders and high-value fiscal sponsorship participants.
- Work closely with the communications team to track and promote fiscally sponsored projects.
- Issue quarterly reports on fiscal sponsorship financials and key program updates for the Board of Directors.



- Monitor legal and compliance issues related to fiscal sponsorship, including contract execution, grant management, tracking, and reporting.
- Develop and manage policies and procedures for the Fiscal Sponsorship Programs with an eye towards legal and risk management issues.
- Proactively report on both risks and opportunities in this area to the Director of Finance and Administration.
- Write and maintain all Fiscal Sponsorship Handbook and program-related content and documents on documentary.org.

Fiscal Sponsorship Outreach Responsibilities:

- Develop knowledge and expertise related to the field of fiscal sponsorship and nonprofit management on an ongoing basis and proactively stay abreast of developments in the field.
- Provide guidance and fundraising brainstorming sessions for filmmakers in the fiscal sponsorship program, and guide them to the right resources for additional support.
- Participate in opportunities to educate filmmakers and funders about fiscal sponsorship in order to increase visibility and grow the program.
- Represent IDA and the fiscal sponsorship program at industry and IDA events.

Specific Accounting and Administrative Job Responsibilities:

- Assist the Administration department with opening all incoming mail, bank deposits, and specific revenue allocation.
- Assist Accounting/Finance in tracking, preparing, and sending 1099s to IDA and fiscal sponsorship vendors.
- Assist Accounting/Finance in tracking and preparing for the yearly audits, specifically related to fiscal sponsorship.

Qualifications

The ideal candidate for this role will have experience in fiscal sponsorship, grant-seeking, and management. Specific qualifications include:

- 2-4 years of experience in fiscal sponsorship, grantmaking, grant writing and reporting, and/or fundraising.
- 1-3 years of experience managing support, administrative, or clerical staff.
- Excellent project management skills with demonstrated ability to prioritize and manage multiple projects simultaneously.



- Previous customer service experience.
- Previous experience with CRM applications.
- Proficiency with the following software applications: Jotform, Airtable, Neon CRM, Google Suite, Adobe Sign, Zoom.
- Flexible and collaborative working style.
- Excellent oral and written communication skills with the ability to convey complex instructions and procedures clearly and concisely.
- Excellent anticipatory skills with the ability to think and plan ahead, employ critical thinking, and demonstrate good judgment.
- Ability to work calmly under pressure and juggle multiple competing needs.
- Professional, helpful, and diplomatic demeanor with the ability to resolve issues with tact and poise.
- Previous experience in film/television/audio production or development.
- Passion for documentary storytelling and commitment to supporting documentarians.

Compensation and Benefits

The pay range for this role is \$83,720-\$92,560. This role is exempt and not eligible for overtime pay. Benefits include 100% employer-paid medical, dental, and vision insurance; life insurance; long-term disability insurance; paid parental and family leave; and access to pre-tax commuter benefits, flexible spending accounts, and a 401(k) retirement savings plan.

Generous paid time off, including sick days, 15 vacation days in the first year of employment, 14 paid holidays, and a paid week off when our office closes from Christmas Day to New Year's Day. We offer a friendly, casual work environment, and flexible schedule, and work-from-home opportunities.

ADDITIONAL TERMS OF EMPLOYMENT

Work Location

The Fiscal Sponsorship Program Manager position is based in Los Angeles. The employee must reside in the Los Angeles Metropolitan area and will work from the IDA office a minimum of 40% of the time (2 days per week). The IDA office is located in the Koreatown neighborhood of Los Angeles, conveniently adjacent to Metro and other transit.

Union Membership: Documentary Workers United / CWA Local 9003

This position is included in a union-represented collective bargaining unit, and specific terms and conditions of employment are subject to collective bargaining with the union.



HOW TO APPLY

To apply, please [upload your resume and a detailed cover letter](#) clearly outlining your interest in and qualifications for the role to [Fiscal Sponsorship Manager](#).

APPLICANT REVIEW PROCESS

Applications will be reviewed on a rolling basis starting March 11, 2026, until the position is filled.