

T-Port Director of Finance and Operations / Job Opportunity

Background

[T-Port](#) Germany e.V. is a non-profit association (Gemeinnütziger Verein), based in Berlin, Germany. Our association's main activity is through an online platform aimed at promoting emerging talent and facilitating the distribution of short films within the professional film industry. The platform hosts +1500 titles, including award-winning films and top-festival selections. We focus on creating a link between emerging talents and industry professionals and hold partnerships and cooperations with 40+ leading international film institutions (schools, festivals, distributors, sales agents, etc.). T-Port is supported by the EU's Creative Europe MEDIA Programme.

T-Port Germany e.V. is looking for:

Director of Finance and Operations as of October 1, 2023.

22 hours per week

Remote work / occasionally in-person

**Contract for 1 year
(befristeter Arbeitsvertrag)**

WHAT WE ARE LOOKING FOR

- **Business-oriented with an affinity for culture** - Experience in business development and strategic thinking. You are very familiar and comfortable working with numbers, budgets and Excel sheets. You are passionate about film & the cultural sector and seek to integrate business tools in this context.
- **Strong organisational skills** - You are proactive, dynamic, practical and a team player with the ability to seek creative solutions for challenging situations.
- **High Communication skills** - Fluent and can effectively communicate

in English and German (writing and verbally).

- **Basic knowledge or some experience with non-profit structures in Germany (e.V.)** - Familiar with the working culture and legal responsibilities of non-profit organisations.
- **Strategic perspective** - You have an entrepreneurial spirit, and you can easily identify the big picture. You will be able to analyse the market needs and adapt T-Port's activities accordingly.
- **Leadership skills** - Can lead a small and driven team, overseeing the team's wellbeing and responsible for a well-managed workflow.
- **Fundraising experience** - Experience and/or knowledge of public funding, grassroots fundraising, donations and investments.

A plus:

- IT experience and/or technical knowhow of online platforms/apps development.
- Familiarity with the international film industry.

RESPONSIBILITIES

Financial planning

- **Budget monitoring** - You manage and closely monitor the association's annual budget and maintain a good overview of income and expenses to maintain the organisation in a healthy financial situation.
- **Bookkeeping & Pre-accounting** - You work closely with our accounting and are in charge of reviewing and preparing pre-accounting documentation and reports.
- **Business model & development** - As an executive team member, you participate in strategic discussions and activities on financial structure, business model and key decisions.
- **Cash flow** - You assure the organisation's cash flow is stable and manage expenses and income accordingly.

Fundraising

- **Research & funding applications** - As a growing organisation, you lead the association's efforts in researching new fundraising sources, manage the communication with them and draw new funding applications in line with the necessary criteria.
- **Financial reports** - You produce financial reports and summaries in accordance with the funding organisation's guidelines.

Operations Management & HR

- **Legal agreements** - You work with our existing contracts and, if necessary, consult our legal advisors to devise new ones for our partners and collaborators.
- **Employment contracts** - In consultation with our legal advisors, you are responsible for employment agreements and employment terms of the organisation's employees.
- **HR** - You maintain a healthy and pleasant working environment. You make sure the organisation's needs and team members are both met and served in the best possible way.
- **Operations** - You ensure smooth and efficient workflows and ensure task division among the team is ideal and clear. You will use T-Port's project management tools in this process.

WHAT WE OFFER

- An **impactful role** within a fast-growing international association in the international film industry.
- You will have a **key position in determining the strategy** and future activities of the association.
- Become a central part of an innovative organisation **promoting young talents**, which aims to contribute to a more accessible, democratised and transparent film industry.
- You will closely collaborate with T-Port's co-founder and Head of Industry in **leading a small driven team from various backgrounds**.
- Become **deeply acquainted with the international film industry**, in particular, international film festivals, distribution & talent development.
- Engage with key institutions and funding organisations within the **global film industry**.
- **Flexible time management** on a part-time basis.
- We aim for **inclusion, diversity, and personal development** and growth within the association.

QUALIFICATIONS

- At least 5 years of experience in financial management or business leadership role.
- Bachelor's or Master's degree in related field.
- Fluent in English and German; other European languages are a plus.
- Proficiency in Microsoft Office programmes (e.g. Excel) and Google Drive workspace.

GENERAL TERMS

- **Capacity:** 22 hours per week, with a one-year employment contract. (potential to expand hours)
- **Location:** Registered in Germany, ideally Berlin-based.
- **Format:** Work is mostly done remotely but might occasionally include in-person meetings and travel.
- **Availability:** Start on October 1, 2023.
- **Salary:** Salary to be discussed based on experience and German cultural sector standards. Please add your salary expectations to the application.

T-Port is committed to diversity and inclusion in our team. Different perspectives and experiences of our employees support creativity, innovation and the success of our work. We look forward to receiving applications from all people with suitable employment requirements. Applications from people who state a severe disability will be given special consideration if they are equally suitable.

We encourage you to apply even if your previous experience does not perfectly match every qualification in the job description,

Please send in your cover letter and C.V. to nivf@tportmarket.com with the subject: “Director of Finance and Operations” by August 21, 2023. Relevant applicants will be contacted. Interviews will be held in September.