

Inside Out

INSIDE OUT 2SLGBTQ+ FILM FESTIVAL JOB OPPORTUNITY GRANT WRITER (Freelance)

ABOUT INSIDE OUT

Inside Out is a not-for-profit registered charity that exists to challenge attitudes and change lives through the promotion, production and exhibition of film made by and about 2SLGBTQ+ people of all ages, races and abilities.

For over three decades, Inside Out has brought Toronto's 2SLGBTQ+ community together in celebration of the best queer film from Canada and around the world. Through our annual Festivals in Toronto and Ottawa, our filmmaker and industry initiatives, our youth engagement and our year-round events and screenings, Inside Out is engaged every day in challenging attitudes and changing lives. www.insideout.ca

JOB DESCRIPTION

Freelance Grant Writer

The Grant Writer reports to the Interim Co-Heads and will be responsible for identifying grant opportunities, and writing and managing the grant development, proposal, submission and reporting processes.

Responsibilities will include:

- Developing and writing grant proposals that accurately articulate Inside Out's mission, vision and organizational capacity
- Submitting grant requests which may include letters, proposals, budgets, and presentations
- Conducting research and collecting and analyzing data for grant proposals and reports
- Managing the proposal submission and reporting processes to ensure that all materials are handed in within a timely manner with regards to the due dates
- Developing excellent working relationships with funding officers and keeping contact information up-to-date

416 977 6847

inside@insideout.ca

Insideout.ca

401 Richmond St West
Suit 219
Toronto, Ontario
M5V 3A8

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Required Skills and Experience:

- Previous experience with grant writing including budget creation and reporting
- Grant writing for a non-profit and/or arts organization preferred
- Organized, detail oriented and deadline-driven

REMUNERATION: \$25/Hour (Rate negotiable based on experience)

HOURS: Hours will vary depending on grant deadlines.

START DATE: Immediate

WORK ENVIRONMENT: Remote

DEADLINE FOR APPLICATIONS

Friday December 2, 2022.

Interested candidates should send a resume and cover letter as one PDF document.

We cannot accommodate alternative formats.

To: inside@insideout.ca

Please put "Grant Writer" in the subject line of the email.

*Inside Out thanks everyone in advance for their interest. Only those selected for an interview will be contacted. No phone calls please.

**Inside Out is committed to access and equity, which includes a commitment to diversity and inclusion among its staff, board and other volunteers. We encourage individuals who reflect the broad diversity of the 2SLGBTQ+ communities that we work with to apply. Accommodations are available upon request for all aspects of the selection process.

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