



EMPLOYMENT OPPORTUNITY - **GRANT MANAGER**

INSIDE OUT

Inside Out presents the annual Toronto 2SLGBTQ+ Film Festival. It is the largest event of its kind in Canada. For 11 days, the Festival presents screenings, artist talks, panel discussions, youth programming, installations and parties that showcase more than 175 films from Canada and around the world.

In addition, Inside Out is committed to challenging attitudes and changing lives *year-round* through the exhibition, production and promotion of 2SLGBTQ+ film with initiatives that include professional development programs..

JOB DESCRIPTION

The Grant Manager reports to the Director of Development and Executive Director and will be responsible for identifying grant opportunities, writing and managing 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

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
- Knowledge of CADAC
- Experience with and understanding of Toronto, Ontario, and Canadian funders

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Insideout.ca

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Inside Out

REMUNERATION: \$30-\$50/Hour

HOURS: Hours will vary depending on grant deadlines.

START DATE: Immediate

WORK ENVIRONMENT: Remote

APPLICATION DEADLINE: October 1, 2025

Please note that we will be reviewing applications as they come in and scheduling interviews with selected candidates at the earliest opportunity.

APPLICATION PROCESS

Interested candidates should upload a resume and cover letter as one PDF document [here](#).

*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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