



Part Time Grant Writer / Fundraiser Lights, Camera, Access!

Nov. 2, 2010

Application deadline November 30, 2010
Position type | Contract (12 month), part time
Location | Toronto
Reports to | Executive Director
Hourly | Based on experience and qualifications

Description

Established in 2007, Lights, Camera Access! (LCA!) encourages employment in the entertainment industry of persons with disabilities while engaging decision makers in the sector to use their media to accelerate public awareness and acceptance of persons with disabilities in the development, production and distribution of their product specifically.

The Part Time Grant Writer / Fundraiser is a newly created position responsible for planning, coordination, development, implementation, monitoring & evaluation of grant and fundraising initiatives. This position requires direct knowledge and experience of the disabilities and entertainment sectors.

Responsibilities

Plans, develops and implements fundraising strategies

Research and prepare grants

Monitors, evaluates and reports outcomes of grant applications / fundraising activities and strategies;

Adheres to the Ethical Code of Fundraising and Financial Accountability

Qualifications

Education and training in fundraising, donor relations

3 years professional experience in grant preparation

Superior verbal, written and presentation skills

Knowledge of the tax and regulatory requirements for governing

Charitable donation

Excellent communications skills with proven experience in preparing written submissions/grant proposals

At least three years experience in a nonprofit environment with post-secondary education in a related field an asset

Knowledge of the Canadian Television, Film and New Media Industry also an asset

Exceptional planning and organizational skills

Understanding of the issues and challenges confronting nonprofits in the non-profit/charitable sectors

Demonstrated knowledge of Microsoft Office /Mac Applications

Application Details

Interested candidates please submit resumes to:

Leesa Levinson: llevinson@lightscameraaccess.ca

We thank all applicants for their interest. Please note that due to the volume of resumes, only candidates selected for an interview will be contacted.

Lights, Camera Access! is an equal opportunity employer.