



The Toronto International Festival of Authors (TIFA) at Harbourfront Centre inspires and empowers book lovers with a breadth of bold, ambitious and accessible literary experiences. As Canada's largest literary festival, the charitable organization provides engaging opportunities to meet, hear and learn from the world's best contemporary writers and thinkers, and to celebrate the power of stories. Since 1974, TIFA has presented over 9,500 authors, including 22 Nobel Laureates, who represent diverse perspectives and a range of literary genres for all ages. TIFA's creative programmes continue to adapt to changing times, capturing the most innovative and enlightening forms of storytelling, on stage and online. TIFA delivers a year-round programme of events and activities that reflect Toronto to its residents, its literature to the nation, and its creative ambition to the world. TIFA will launch its inaugural crime and mystery festival June 3–5, 2022; and celebrate the 43rd edition of the Festival September 22 to October 22, 2022. To learn more about us, please visit www.festivalofauthors.ca.

We are currently seeking a driven, strategic, passionate and goal-oriented **Development Officer, Grants & Government Relations** to effectively manage TIFA's fund development strategy as it relates to grants and government funding (municipal, provincial, federal, and international). This role works in a consulting manner with the leadership team on strategic implementation, budgeting, forecasting and goal setting. Additionally, it maintains long-term stakeholder relations, building new partnerships and raising awareness about TIFA's innovative and unique programming and organizational success.

Position Title: Development Officer, Grants & Government Relations

Reporting to: Head of Development

Employment Type: Full-time, 35 hours per week

Compensation: \$53,000 - \$60,000, plus a comprehensive benefits package

Job location: Toronto

DUTIES

- Keep abreast of the priorities and focus of granting bodies and the details of eligibility requirements, monitoring funding agency announcements and changes in funding related policies.
- Conduct research to identify new grant and/or partnership opportunities.
- Author grant proposals (project and multi-year), reports and information briefs or presentations.
- Liaise with TIFA staff to produce project/ operational budgets and financial projections as they apply to grants.
- Ensure funding scheme conditions and guidelines are followed.
- Participate in the team's efforts to optimize information systems and data collection processes.
- Gather, monitor and analyze program outcomes and associated performance measures, including trends, issues, gaps and statistics for short/ long-term planning, reporting purposes and strategic decision-making.
- Review and negotiate grant agreements, when applicable.
- Participate in fund development, policy and sector-wide workshops and seminars.
- Keep abreast with trends in the arts and culture industry and municipal, provincial, federal, and international cultural policies.

- Contribute expertise, information and recommendations to strategic plans, progress reviews, to the overall fund development strategy, and to action plans in relation to evaluation and key performance indicators.
- Assist in the preparation of an annual plan of measurable goals and strategies and the preparation of annual budgets, forecasts and analyzing variances.
- Liaise with community stakeholders and regional/ provincial/ federal and international partners and government agencies to raise programme and organization awareness.
- Maintain and manage communication with key international partners (Consulates, Embassies, international cultural organizations, etc.).
- Oversee partnership acknowledgement requirements, making sure that these are met.
- Act as a key contact for all matters related to grant administration and management.
- Build and maintain long-term relationships with internal and external stakeholders, funders, and partners.
- Support stewardship activities relating to the relationship both during and after the grant is either awarded or denied.
- Assist with the preparation and execution of events as required and attend special events as directed.
- Assist with other event related work as required.

REQUIREMENTS

- University degree in Arts and Culture, Not-for Profit Management and Administration preferred.
- Proven experience in grant writing in the not-for-profit community, ideally a minimum of
- Excellent writing and communication skills.
- Excellent organizational skills and attention to detail.
- A strong sense of tact and diplomacy to professionally interact with funders, programming and media partners, internal and external stakeholders, volunteers, and audience members.
- Ability to take initiative and work independently yet collaboratively, with a creative mindset and the capacity for sound judgement.
- Knowledge of the arts and culture sector and granting bodies at the municipal, provincial and federal levels is an asset
- Proficiency in Microsoft Office and database management; knowledge of the CADAC system is an asset
- Flexibility to work evenings and weekends on occasion and as required.
- Must be legally eligible to work in Canada. Non-Canadian applicants must have a valid employment Visa and proper documentation authorizing their ability to work in Canada.
- This role is based in Toronto. Incumbent must be able to work at our lakeside location. A hybrid work model might be considered.
- TIFA recognizes its heightened duty to protect employees from health and safety risks during the current pandemic. As such, an offer of employment shall be conditional on proof of full COVID-19 vaccination with a vaccine series approved by Health Canada or the World Health Organization.

HOW TO APPLY

At TIFA we are committed to diversity and inclusiveness. We encourage qualified applicants from all backgrounds to apply and we welcome applicants from individuals who identify as belonging to equity priority groups. If required, suitable accommodations will be available upon request during the hiring process.

Acceptable applications must include a current resume and a cover letter indicating how you meet the essential criteria of the position, as well as your salary expectations.

Qualified applicants are encouraged to apply by contacting jobs@harbourfrontcentre.com by **no later than September 4, 2022**. Please *quote TIFA Development Officer, Grants & Government Relations* in the subject line of your application. We sincerely thank all applicants for their interest, however, only those being considered for an interview will be contacted.