

Maryland Film Festival

Contract Grant Writer & Development Specialist Position Description

Overview:

The Maryland Film Festival (MdFF) brings films, filmmakers, and audiences together in a uniquely friendly, inclusive atmosphere that reflects the unique aspects of our community. Our motto is “Film for Everyone,” and our work reflects the diversity and vitality of our local community and our participation in the national and global dialogue about film.

For more than two decades MdFF has been a beloved, filmmaker-focused event, nurturing filmmakers and artists while opening access for broad audiences to groundbreaking independent films. In 2017, we expanded our work with the opening of the Stavros Niarchos Foundation Parkway Theatre, a shuttered 1915 Renaissance Revival style movie palace in the geographic center of Baltimore that was renovated into a three-theater complex. The SNF Parkway is a year around destination for film, media, education and cultural programs in Baltimore’s Station North Arts District and will host the 25th Anniversary Maryland Film Festival in 2024.

The Maryland Film Festival is seeking a contract Grantwriter and Development Specialist to support the Executive Director in securing and stewarding financial support from foundations, government agencies, individual donors, and corporate sponsors. This is a part-time, contract position for up to 15-hours/week, and all work may be done remotely, although meetings on-site at the SNF Parkway Theatre in Baltimore may be necessary.

Position Summary

The primary responsibility of the Grant Writer is to develop effective fundraising materials — including concept notes, proposals, sponsorship decks, and narrative and financial reports — for a range of current and prospective foundations, individual donors, government funders, and corporate sponsors.

Responsibilities

- Write fundraising materials, including concept notes and proposals, project budgets and financial reports, program updates, acknowledgement letters and narrative reports.
- Write and lead Annual Fund campaign from conception through acknowledgments, ensuring thoughtful stewardship of major donors.
- Work in styles appropriate for different funders, from major institutional foundations to small family foundations and individual donors.
- Maintain a calendar of deadlines for proposals, mid-term and final reports, and updates as required for all funders.
- Keep track of all details and ensure the Maryland Film Festival is meeting all proposal requirements, funder acknowledgement requirements in programming, and reporting requirements.

- In partnership with the CFO and Executive Director, create financial documents, reports, and other required materials.
- Communicate with corporate sponsors and ensure invoices, ticket packages, marketing benefits, and other sponsorship benefits are delivered in a timely and orderly manner.
- Maintain a working knowledge of the interests and expectations of the organization's major foundation funders and donors.
- Other writing and reporting duties as assigned.

Qualifications

- 3-5 years of experience in non-profit development writing
- Understanding of film and the nonprofit arts funding landscape
- Experience with corporate sponsorships
- Strong writing skills
- Demonstrated success in securing grants from foundations and government funders
- Excellent organizational skills and attention to detail
- Able to work independently, nimbly manage multiple deadlines
- Proficiency with Microsoft Office Suite and Google Suite required. Salesforce, Agile, or other customer relationship management systems experience a plus.

Contract Start Date: Position is available immediately

Contract End Date: June 30, 2024

Payment: \$80/hour

Benefits: Not applicable; independent contractor

How to Apply: To apply, submit a resume, cover letter, and two samples of your fundraising writing to jobs@mdfilmfest.com.

Maryland Film Festival is committed to an inclusive, equitable hiring process. We are an equal opportunity employer committed to hiring a diverse workforce and sustaining an inclusive culture. We do not discriminate based on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation or military status, or any other basis protected under federal, state or local laws in any of our activities or operations.