

Position	Managing Director
Employment Type	Independent Contractor, 8 month contract with the strong possibility of extension
Work Hours	30 hours per week
Work Setting	Primarily remote, with some requirements to be in Toronto for programming, events, and meetings which sometimes occur outside of standard office hours.
Compensation	\$4,500 - \$5,000 a month
Application Deadline	November 1, 2026
Proposed Start Date	December 2026

About Us

Trans Film Mentorship (TFM) is a nonprofit organization that envisions an industry where equity-deserving professionals can access, sustain, and grow meaningful careers. To realize this, the TFM creates career pathways in the Canadian film and television sector for trans and non-binary professionals through paid work-integrated training, tailored career mentorship, and industry community-building. TFM works in partnership with major productions (Netflix, CBC, Shaftesbury, & Crave,) and industry unions (IATSE 873, IATSE 667, NABET, DGC) to build inclusive workplaces and advance sector-wide trans representation through our programs.

Over the past five years, TFM has established a strong reputation for delivering high-impact programming that aims to support participant entry, retention, and growth within the industry. Now, TFM is ready to grow, scale our programs, and ensure the sustainability of our organization as our dedicated Co-Founders transition into Board of Director roles.

About the Position

We are seeking a Managing Director to take on the direction and leadership of TFM in collaboration with the Board of Directors. As our first senior operational hire, you will provide team leadership and oversight to ensure programs are high-quality and responsive. Reporting to the Board of Directors, you will manage grants, finances, human resources, governance, and operational systems for a growing nonprofit with a budget of \$200K+ annually.

This position requires flexibility and a willingness to work across all levels of the organization. The successful candidate will know when to set direction, when to oversee, when to delegate and when to work alongside the team to get things done. The role combines shaping strategy while executing the day-to-day.

While this is currently a fee-for-service position, it is TFM's intention that the Managing Director role formalizes into a full time, permanent role as organizational infrastructure and capacity increase. This is an exciting opportunity for a passionate leader who can help us grow and grow alongside us.

What You Will Do

Leadership & Supervision of Core Programming (30%)

- Oversee TFM's programs and core activities, providing team leadership and strategic vision to maintain organizational health, grow and scale program impact, and meet the needs of participants
- Provide leadership and oversight to programming team for design, delivery, evaluation, and improvement of high-quality and responsive programs that reflect participants needs and industry best practices
- In collaboration with the Board and experienced contractors, provide oversight and strategic direction for the planning and execution of TFM events including the Trans Filmmaker's Summit and T4T Screening Series
- Represent TFM at events, meetings, panels, committees, and other public facing engagements
- Maintain strong relationships with TFM alumni and the broader TFM community

Grant Writing & Fundraising (25%)

- Research and identify potential funders, grants, and sponsorships; author applications and pitch decks
- Working alongside the Board, develop and maintain relationships with funders through meetings, reporting, check-ins, and ongoing stewardship
- Maintain TFM's funding database and 18-month funding calendar
- Bolster TFM's fundraising strategies and seek out new opportunities to diversify revenue
- Consistently identify opportunities for organizational growth and partnerships

Financial Management & Compliance (20%)

- Lead TFM's financial management, including management of the annual operating budget, resource allocation, forecasting, monitoring financial performance, reporting, and risk management
- Manage bookkeeping, accounting, payroll, accounts payable, and expense processing using established cloud-based systems, ensuring accurate and timely processing of program, contractor, and organizational expenses and invoices
- Liaise with our accountant on year-end financial statements, tax filings, and compliance

Operations & Systems (15%)

- Manage and improve TFM's digital systems (e.g. including CRM, cloud storage, financial software)
- Maintain an accessible and compliant Google Drive filing system
- Develop and document Standard Operating Procedures (SOPs) for key organizational workflows
- Manage the master calendar for programs, Board meetings, funder deadlines, and other key dates

Human Resources & Contractor Management (5%)

- Lead recruitment and hiring processes, as needed
- Oversee contractor onboarding, including agreements, TD1 forms, and WSIB status confirmation

- Maintain personnel files and employment documentation
- Ensure compliance with the provincial employment standards SA 2000, including requirements related to wages, hours, and benefits.

Governance & Strategic Planning (5%)

- Lead the implementation, delivery, and tracking of TFM's 2026–2028 Strategic Plan
- Prepare Board materials, agendas, and meeting minutes
- In collaboration with the Board of Directors, strengthen and institute good governance practices, including clear protocols, risk mitigation, transparency, and effective communication with stakeholders

What You Bring to the Team

TFM recognizes that there are many ways to build skills and that your lived experience matters and is valuable knowledge. If you don't have all of the below requirements but believe you'd thrive in this role and are enthusiastic about our work, we encourage you to apply.

- 5+ years of managerial or leadership experience in the nonprofit or arts & culture sector.
- Experience overseeing, scaling, and managing programs
- Demonstrated success in fundraising, grant writing/ management and funder relations
- Experience leading teams, departments, and/or organizations
- Experience building something from scratch (business, organization, film, programs, etc.)
- Knowledge of the TV or film industry is a major asset
- Entrepreneurial self-starter comfortable working with little direction
- Able to balance long term vision with immediate execution
- Comfortable juggling multiple competing priorities

How to Apply

To apply, please complete our [application form](#).

TFM is committed to building a leadership team that reflects the community it serves, which is why we will prioritize applications from trans and non-binary applicants, especially trans women, femmes, and those who identify as Indigenous, Black, and/or racialized.

TFM is committed to investing in and uplifting trans and non-binary professionals, and will work with the right candidate to complete professional development activities, if necessary.

We know how much time, effort and hope goes into a job application, so we sincerely thank all applicants for their interest. We will do our best to notify applicants of our decision in a timely manner via email.

AI Disclosure

TFM does not use AI at any stage of the hiring or recruitment process. Our team of talented humans will review, sort, and screen all applications.