

## **Grant Proposal Writer**

### **Jeunesses Musicales Canada Foundation**

The Jeunesses Musicales Canada Foundation (Fondation JM Canada) was established to support initiatives of the Jeunesses Musicales Canada (JM Canada), and aim at promoting the dissemination of classical music, especially among young people, as well as the professional development of young musicians on the national and international stage. Additionally, the Foundation awards many scholarships to the most promising young Canadian musicians.

Since its establishment in 1984, the Foundation has ensured the viability of JM Canada through the returns on its funds, donations, and fundraising activities. It also plays an active role in realizing JM Canada's projects to support all of the organization's activities.

**Contract Duration:** 100 hours between April 1st and June 30th, 2024.

**Hourly Rate:** \$30 to \$45 per hour (negotiable based on experience)

#### **Job Description:**

We are seeking for a grant proposal writer for an external mandate of 100 hours. The writer will be responsible for drafting clear, convincing and personalized requests for support for our initiatives and projects.

#### **Tasks and Responsibilities:**

- Draft detailed requests for support tailored to different types of funding and potential partners.
- Write letters of intent.
- Collaborate with internal teams to understand the specific needs for each project and develop effective fundraising strategies.
- Ensure the writing and presentation of clear and professional documents, in accordance with the requirements of funders and partners.
- Conduct in-depth research on potential partners and available funding opportunities.
- Provide advice and recommendations to maximize the success of requests for support.

#### **Requirements:**

Experience in writing requests for support or funding proposals, preferably in the nonprofit sector.

- Excellent written communication skills and the ability to synthesize complex information clearly and concisely.
- Ability to work independently while meeting deadlines.
- Knowledge of fundraising research techniques and funder requirements.

- Proficiency in computer tools and word processing software.

**Application Procedures:**

Interested candidates are invited to submit their CV and a cover letter describing their relevant experience by email to [fondation@jmcanada.ca](mailto:fondation@jmcanada.ca) before the application deadline.

**Please submit your application by Friday, March 8th, at 1:00 PM, attention to:**

Véronique Desjardins  
Executive Director  
JM Canada Foundation  
305 Avenue du Mont-Royal East  
Montreal, QC, H2T 1P8

Only selected candidates will be contacted.