



## **Call for Proposals**

### **Professional Grant Writer (Contract)**

The Edmonton Jazz Society (1973) operating the Yardbird Suite  
Edmonton, Alberta

For nearly seven decades, the Yardbird Suite has built community through music. The Yardbird Suite is not just any jazz club - its international recognized. You can feel its pulse and every week it gathers people in an intimate space with a cool vibe, where they listen to world-class jazz. This is not a corporate entertainment venue - since 1957, the Yardbird Suite was, and continues to be, operated mostly by volunteers. They give their time because they *believe* in the Yardbird Suite.

### **Who Are We**

The Edmonton Jazz Society (1973), is a not-for-profit society with charitable status, operating as the Yardbird Suite. We have a volunteer Board of Directors, several Committees, an Executive Director (our only employee), Volunteer Coordinator, and contracted Sound Techs.

### **We Are Seeking**

An experienced, professional grant writer to support our financial sustainability. This is a contract position tied to grant cycles and strategic initiatives. It is not full-time employment.

### **Scope of Work**

- Research and identify all relevant grant opportunities (municipal, provincial, federal, foundations, corporate)
- Develop and manage a grant calendar
- Prepare and submit complete, persuasive grant applications
- Prepare supporting documentation
- Assist with grant reporting as required
- Advise on strengthening grant readiness and positioning
- The grant writer shall report to the Executive Committee (as needed)
- Some coordination with the Executive Director may be required

### **Qualifications**

- Ideally, post secondary education in arts and culture, or communications, or business
- Demonstrated success writing grants, ideally for arts and culture organizations
- Knowledge of Canadian public arts funding systems and networks
- Strong research, writing, budgeting, and time management, skills
- Ability to work independently and meet deadlines

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**Compensation**

Based on an hourly rate.

**To Apply**

Please submit:

- Cover letter briefly outlining your approach to grant writing and how you can help us
- Resume, including your last five years of relevant experience
- Your hourly rate
- Three references relevant to your grant writing experience

**Submit proposals to:**

**President@yardbirdsuitejazz.com and VP@yardbirdsuitejazz.com**

**Deadline: Noon, Friday, March 27, 2026**

The Edmonton Jazz Society reserves the right to accept any or no proposals.

Help us keep the music playing.