



Learn. Collaborate. Champion.

Contract Grant Writer

The Oakland Literacy Coalition (OLC) invites qualified candidates to submit proposals for a 6-month contract (with possibility of extension) for grant and proposal writing services to drive institutional fundraising efforts. The consultant will bring in unrestricted and program-focused funds from foundations as well as support the identification of opportunities and development of proposals.

This is an independent contractor position and compensation will be based on an hourly rate.

RESPONSIBILITIES & DUTIES:

- **Orientation and Understanding** - undertake a review of key materials to ensure deep and thorough understanding of the organization, our programs and our services. This will include a materials review and meetings with appropriate staff.
- **Grant Proposal Development** - Develop proposals with compelling storytelling and data-driven needs statements to support the organization in securing needed funding; develop funding templates to be used for different program focus areas.
- **Grant Funding Research** - conduct research of private, community, and corporate foundations, and Donor Advised Funds to identify appropriate opportunities to support our work; conduct research for open RFPs for services that align with our programmatic areas.
- **Management and Reporting** - Prepare monthly summaries outlining activities and results undertaken. Create a calendar of grant reporting and prepare reports.

KNOWLEDGE, SKILLS, AND EXPERIENCE YOU'LL BRING TO THE OLC:

- Grant writing experience, preferably with an education focus and/or in the SF Bay Area.
- Polished, persuasive, and authentic interpersonal and written communication skills. Skilled storyteller with the ability to craft inspiring narratives about the OLC's work and impact.
- You are an outstanding, highly organized, and efficient project manager.
- Meticulous attention to detail and accuracy.
- You hold high standards for your quality of work, take ownership of your goals, and demonstrate accountability for performance and results.

PROPOSAL REQUIREMENTS

Proposers must submit a detailed proposal which includes, at a minimum, the following:

- Describe your background, experience, and qualifications.
- Detail the process you would use in identifying grants/and business development opportunities.
- List your experience in the identification and preparation of grants/proposals for services for nonprofit organizations.

- List up to three (3) funded grants which you developed detailing the funding source, amount requested, and amount funded. Provide an excerpt of a grant to demonstrate writing style (not to exceed two pages and without proprietary information).
- Provide at least three (3) references including the name of contact, affiliation, address, direct telephone number and email address.

FEE SCHEDULE

Describe in detail the fee structure you propose for providing grant writing services. Fee schedule should be all-inclusive and presented on an hourly basis. Contractor will invoice and be paid monthly.

We anticipate weekly hours will range from 5-20 depending on current needs.

RFP SUBMISSION PROCESS

Proposals must be submitted by Friday, June 9, 2023, in one PDF file to Cassie Perham at jobs@oaklandliteracycoalition.org. Please put "Contract Grant Writer" in the subject line.

Proposals not meeting the criteria outlined in the RFP will not be considered.

Issuance of this RFP does not obligate the Oakland Literacy Coalition to award a contract or to pay any costs incurred in preparation of proposals responding to this RFP.

AWARD

The OLC plans to award the contract by June 30, 2023. We will then mutually discuss and refine the scope of work with the selected applicant and shall negotiate final conditions, compensation, and schedule.

ABOUT THE OAKLAND LITERACY COALITION

Building a future where all Oakland students are afforded their civil right to literacy will take all of us. That's why the OLC fosters a diverse coalition of community organizations and agencies with the mission of working together to ensure that every Oakland child learns and loves to read.

Through our 2023-2026 [strategic plan](#), we are growing our programs and organization to deepen our impact as an effective and sustainable literacy hub for Oakland. Our passionate and entrepreneurial team, led by two women Founding Co-Directors, takes pride in fostering a positive culture of excellence, collaboration, continuous learning, accountability, and integrity in line with our [guiding beliefs and values](#).

ANTI-DISCRIMINATION POLICY + COMMITMENT TO DIVERSITY

The Oakland Literacy Coalition is an equal opportunity and affirmative action employer committed to creating a diverse staff and inclusive environment. *We especially encourage members of historically marginalized communities to apply for this role.*

In compliance with applicable laws, the Oakland Literacy Coalition does not discriminate on the basis of age, race, ethnicity, color, national origin or ancestry, cultural background, religion, sex, gender identity or expression, sexual orientation, marital status, physical or mental disability, medical condition, veteran status, primary language, citizenship, or immigration status.