



## Request for Proposals (RFP): Part-time Contract Grant Writer/Fundraiser

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**Organization:** Triad Bright Futures

**Website:** [Triadbrightfutures.org](http://Triadbrightfutures.org)

**Contact:** Jennifer Anton, Executive Director, [jennifer@triadbrightfutures.org](mailto:jennifer@triadbrightfutures.org)

**Deadline for Proposal Submission:** December 20, 2024

**Contract Term:** January 15, 2025 – October 15, 2025, with possibility for renewal.

### I. Overview

At Triad Bright Futures, we recognize that the challenges facing young children and their families are complex and interconnected, and no single organization can solve them alone. That's why early childhood partners came together to create the [Bright Futures Roadmap](#), a community-wide strategy to support the health and well-being of families with young children in Jefferson, Gilpin and Clear Creek counties. Triad Bright Futures also provides direct support to families and providers in accessing the Colorado Universal Preschool Program (UPK). Our vision is that all Jefferson, Gilpin and Clear Creek families have the support they need to promote their child's health and well-being for sustained success in school and in life. To help sustain and grow our efforts, we seek a skilled fundraiser on a part-time contract basis to conduct national and local grant prospecting, write proposals, identify individual and corporate donors and help refine our fund development strategy.

### II. Scope of Work

The selected grant writer/fundraiser will play a key role in expanding our funding base for 2025, with deliverables that include:

1. Grant Prospect Research and Proposal Writing
  - o Research and identify grant opportunities from government, foundation, and corporate sources to reach fundraising goals for 2025.
  - o Create grant templates, write proposals and support submission of grants.
  - o Track grant deadlines and manage proposal submission schedules.
2. Individual and Corporate Donor Development
  - o Identify prospective individual and corporate donors and recommend strategies for engagement.
3. Reporting and Stewardship
  - o Support staff's preparation of grant reports to demonstrate project impact, ensuring compliance with funder requirements.

4. Fund Development Strategy
  - o Strengthen Triad Bright Futures fund development strategy, based on an already-drafted fund development plan, aligned with organizational goals and priorities.
  - o Identify diverse revenue streams, including grants, individual donors such as developers and business owners, corporate sponsorships, and event-based fundraising.
  - o Collaborate with leadership on financial targets and outline strategies for achieving them.

### **III. Qualifications**

The ideal candidate will have:

- A minimum of three to five [3-5] years of experience in nonprofit grant writing and fund development planning and/or fundraising.
- Demonstrated success in securing funds from a variety of sources.
- Strong writing, communication, and relationship-building skills.
- Ability to work independently and manage multiple projects within deadlines.
- Knowledge of early childhood education or a related field is a plus.

### **IV. Submission Requirements**

Please include the following in your proposal:

1. Cover Letter
  - o Outline your interest in the contract and why you are suited for this position.
2. Qualifications & Experience
  - o Description of relevant fundraising experience, including secured funding or successful campaigns.
  - o Any specific experience or expertise in early childhood, if applicable.
3. Proposed Approach
  - o Overview of your approach to prospecting, grant writing, fund development planning and/or donor engagement.
4. Pricing & Availability
  - o Hourly or per-project fee.
  - o Estimated hours of availability per week/month.
5. References
  - o At least two professional references from similar organizations.

## **V. Selection Criteria**

Proposals will be evaluated based on the following criteria:

- Relevant experience and demonstrated success in securing funds
- Understanding of nonprofit fund development and donor engagement
- Clarity of proposed approach and alignment with the organization's needs
- Cost competitiveness and availability

## **VI. Submission Instructions**

Please submit your proposal via email to [jennifer@triadbrightfutures.org](mailto:jennifer@triadbrightfutures.org) by December 20, 2024.

## **VII. Additional Information**

Budget for this project is \$25,000 - \$30,000

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Thank you for your interest in partnering with Triad Bright Futures to support our mission of promoting quality, equitable early childhood experiences for all families. We look forward to reviewing your proposal.