



Fund Development/Grant Writing Consultant Request for Qualifications #2024-01

Merced Community College District (MCCD) invites qualified and experienced individuals or firms to submit qualifications for the role of a Fund Development/Grant Writing Consultant for North Valley THRIVE, a dynamic coalition comprising community organizations, government entities, educational institutions, and economic development agencies. The purpose of this initiative is to develop a tri-county proposal for the California Jobs First Fund (formerly known as the Community Economic Resilience Fund or CERF).

Background:

North Valley THRIVE, an esteemed organization representing the North San Joaquin Valley region of California (comprising Merced, Stanislaus, and San Joaquin Counties), is seeking a skilled and passionate Fund Development/Grant Writing Consultant. The primary objective of this project is to identify and secure funding opportunities for economic development projects within the region. The ideal organization will have a proven track record in grant writing, possess strong research capabilities, and demonstrate a deep understanding of economic development initiatives.

Scope of Work:

- 1) Develop a Fund Development Strategy for North Valley THRIVE.
- 2) Grant Research: Conduct thorough research to identify potential funding sources, grants, and philanthropic opportunities that align with North Valley Thrive's economic development goals and priorities.
- 3) Grant Proposal Writing: Prepare well-crafted, persuasive, and comprehensive grant proposals tailored to various funding agencies and foundations, highlighting the organization's initiatives and their potential impact on the region's economic growth.
- 4) Collaboration: Collaborate with the North Valley Thrive team, including executive leadership, program managers, and other stakeholders, to gather information and data necessary for grant proposals, ensuring accuracy and consistency.
- 5) Grant Management: Oversee the entire grant application process, ensuring timely submission of applications, tracking progress, and meeting reporting requirements for successful grants.
- 6) Budgeting: Collaborate with the finance team to create realistic and accurate budgets for grant proposals, reflecting the financial needs of proposed economic development projects.
- 7) Relationship Building: Cultivate and maintain strong relationships with existing and potential funding partners, government agencies, foundations, and other relevant stakeholders to enhance funding opportunities and partnerships.
- 8) Monitor Trends: Stay updated on local, state, and federal economic development funding trends, policies, and regulations, ensuring North Valley Thrive is well-positioned to capitalize on emerging opportunities.

- 9) Impact Assessment: Collaborate with the program evaluation team to measure and demonstrate the impact of funded projects, using data and metrics to showcase outcomes to funders and stakeholders.
- 10) Reporting: Prepare regular progress reports for the executive team and board of directors, highlighting fundraising achievements, challenges, and future plans for funding economic development projects.
- 11) Compliance: Ensure all grant-related activities adhere to the guidelines and requirements set by funding organizations and maintain accurate records and documentation for auditing purposes.

Requirements:

- Proven experience in grant writing and fund development, with a successful track record in securing funding for economic development projects.
- Familiarity with the North San Joaquin Valley region and its economic development needs is a plus.
- Excellent research and analytical skills, with the ability to gather and synthesize information from various sources.
- Exceptional written and verbal communication skills, capable of conveying complex ideas in a clear and compelling manner.
- Strong project management abilities, with the capacity to handle multiple grant applications and deadlines simultaneously.
- Proficiency in budgeting and financial analysis related to grant proposals.
- Ability to work collaboratively with diverse teams and stakeholders.
- Knowledge of fundraising regulations and best practices in the non-profit sector.
- Tech-savvy with experience using productivity software and grant management tools.
- Join the North Valley Thrive team and contribute to the economic growth and prosperity of the North San Joaquin Valley through effective fund development and grant writing efforts. Help us make a positive impact on the communities we serve and drive the region's economic development forward.

Proposal Submission:

Interested parties are invited to submit their proposals by 10:00 A.M. January 19, 2024.

Proposals should include the following:

1. Overview of qualifications and relevant experience in grant writing, research capabilities, and understanding of economic development initiatives.
2. Proposed approach and strategies for achieving the outlined objectives.
3. Detailed timeline for the completion of the scope of work.
4. Budget estimate, including any associated costs.
5. Consultant contact information.

Submission Instructions:

Please submit your proposal electronically to Purchasingbids@mccd.edu by 10:00 A.M. January 19, 2024. Late submissions will not be considered.

Evaluation Criteria:

Proposals will be evaluated based on:

- Demonstrated experience in securing funding opportunities for economic development projects.
- Strength and feasibility of the proposed approach.
- Alignment with the objectives of North Valley THRIVE and the California Jobs First Fund.
- Budgetary considerations.

MCCD will review all proposals and reserves the right to select based on the best interest of District.

Additional Information:

Selected vendors will be required to meet all MCCD vendor requirements.

For additional information or clarification, please contact Yolanda Meraz at yolanda@northvalleythrive.org

Thank you for considering this request. We look forward to receiving your proposals and working together to strengthen community-industry collaboration through North Valley THRIVE.

Sincerely,

Merced Community College District
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