

— REQUEST FOR PROFESSIONAL GRANT CONSULTING SERVICES —

The [Partnership for Better Health](#) is seeking proposals from interested freelancers and consultants to analyze, summarize and record a limited number of mini-grant applications for the Partnership. We seek a seasoned consultant who will ensure that grant recommendations are clear, well-written and aligned with the core goals of the Partnership.

Consulting Hours: While hours are generally flexible, the Partnership's grants cycle is concentrated to the months of August, December and March. Total hours are expected to be irregular and likely to range between 10 and 20 hours during these months. Beyond initial onboarding and grants coordination meetings, most of the grant review work may occur remotely. Compensation is commensurate with experience.

Essential Knowledge, Skills and Abilities

- Knowledge of grantmaking process, and business acumen to analyze the programmatic, operational and financial capacity of organizations.
- Significant knowledge of best practices in the fields of health and human services.
- Comfort with technology and proven experience with online data management systems, optimally related to grants.
- Strong written communication skills.
- Excellent organizational and analytic skills.
- Ability to maintain neutrality and make consistently sound decisions based upon objective review criteria.
- High levels of diplomacy, confidentiality, sound judgment and friendly decorum when communicating with individuals and groups of all backgrounds. Professionalism in representing the foundation to prospective grantees and volunteers. Excellent interpersonal skills.
- Capacity to work autonomously and efficiently. Ability to plan work progressively to meet deadlines smoothly and efficiently. Initiative in problem solving and follow through.
- Enthusiasm for and genuine interest in the work and mission of the foundation.
- Working knowledge of Microsoft Office. Effective internet search skills. Ability to learn new computer software tools and systems.

Essential Education and Experience

- Bachelor's degree.
- A minimum of 10 years of experience in health and human service programming.
- Proven experience with grants and a range of nonprofit community-based programs.

Application Requirements & Contact Information

Please include the following components in your application:

1. **Cover Letter.** Explain why you are well qualified for this project. Applications without a cover letter will not be considered.
2. **Resume.**
3. **Three References.** Include name, affiliation/relationship, email and phone number.

Resumes and cover letters may be submitted via email to Casandra Jewell at: CJewell@ForBetterHealthPA.org. Please feel free to direct possible questions about this Consulting Request to Carol Thornton (717-960-9009 x 7).

- **Confirmation:** You will receive an email confirming our receipt of your application within one business day. If you have not heard from us by then, please call us directly so that we can ensure we have received all of your materials (Casandra: 717-960-9009 x 0).

Selection Process

The Partnership for Better Health will consider each application carefully and base its selection upon the following steps.

Step 1: Review of Qualifications

Partnership staff will determine which individuals are best qualified to complete the project based upon: quality of resumes and cover letters, proven experience with grants, community-based health and human service programs and online grants management systems.

Step 2: Brief Interviews with Finalists

The Partnership will invite finalists to participate in a phone or in-person interview and make a presentation of their proposed approach. We anticipate that 2 to 3 individuals will be selected for interviews.

Step 3: Calls to Listed References

ABOUT PARTNERSHIP FOR BETTER HEALTH

The [Partnership for Better Health](#) is a community foundation that works collaboratively with key stakeholders throughout Central & Western Cumberland County, Perry County, Northern Adams County and Greater Shippensburg. Founded in 2001, the Partnership for Better Health invests in ideas, initiatives and collaborations that improve the health of the people and communities in our region. The Partnership serves as a catalyst, advocate and collaborator to establish health as a shared priority, towards ensuring that our communities are among the healthiest in the nation.