

## **Description: Independent Contractor – Reviewer**

Organized Synergy is an organization development firm that assists organizations in maximizing their social impact through strategy, design, evaluation, and grant writing. We are seeking a highly skilled and experienced Independent Contractor – Reviewer to join our team on a project basis. The successful bidder will be responsible for reviewing grant proposals and cases for support/business cases statement on behalf of our clients to secure funding from various sources (i.e., foundations, corporations, and government entities).

## **Scope of Work:**

- Reviewing a set of case statements and grant proposals provided by Organized Synergy.
- Analyzing the content, structure, and messaging of each case statement and grant.
- Providing detailed feedback and recommendations for improvement.
- Conducting virtual meetings (e.g., video conferences) to discuss feedback with the Organization Development team.

## **Proposal Requirements:**

Interested contractors should submit proposals that include the following:

- A description of the contractor's experience and qualifications
- A fee structure and/or hourly rate
- At least two references from past clients/organizations of employment

## **Selection Criteria:**

Proposals will be evaluated based on the following criteria:

- Relevant experience and qualifications of the contractor. We are seeking individuals who have previously worked as employees or consultants for funding organizations, where they were responsible for reviewing grant proposals and making decisions or recommendations regarding grant recipients.
- The competitiveness of the proposed fee structure and/or hourly rate.
- The strength of the contractor's references.
- Proven track record of successful grant making.
- Excellent research and writing skills, with attention to detail and ability to communicate complex ideas clearly and concisely.
- Familiarity with various funding sources, including government grants, private foundations, and corporate giving programs. We welcome proposals from

potential contractors who possess significant experience with a single funding source.

- Strong organizational and project management skills, with ability to manage multiple deadlines and priorities.
- Experience working with nonprofit organizations, government agencies, and/or foundations.

**Timeline:**

This is a project-based position with the potential for ongoing work based on performance and availability. Candidates must be able to work independently and have a flexible schedule to accommodate deadlines.

**Submission:**

Proposals must be submitted electronically to [Jennifer@organizedsynergy.com](mailto:Jennifer@organizedsynergy.com) with the subject line "Reviewer RFP Proposal." Questions or requests for clarification may be submitted to the same email address.

Proposals must be received by October 24<sup>th</sup> at Noon.

We look forward to reviewing your proposal and potentially working together to secure funding for our valued clients.

