

Request for Proposal (RFP) for Grant Writer

Submit your proposal to: executivedirector@clackamasvim.org by April 26th, 2019

Purpose

Clackamas Volunteers in Medicine requests proposals for a grant writer to provide grant writing services and reporting support to the agency on a contractual basis.

Background Information

Clackamas Volunteers in Medicine (CVIM) is a nonprofit medical clinic, located in Oregon City, Oregon, with the mission of providing compassionate primary healthcare to low-income uninsured adults in Clackamas County. As an allied clinic of the national Volunteers in Medicine network, CVIM has provided care at no cost to the patient, since opening in 2012. CVIM does not bill insurance, and is entirely community supported. All medical services are provided by volunteer staff. To be eligible our patients must be at or below 250% of the federal poverty level. CVIM also runs a small vision clinic which provides basic eye care and specialty referrals, and partners with the Lions Sight and Hearing Foundation to provide low-cost glasses for our patients.

The CVIM service area is the rural/urban area of Clackamas County, population 412,672. With 5.8% of the total population medically uninsured, the CVIM service area includes the roughly 23,000 people with no access to affordable health care. The typical patient profile for CVIM is a low-wage worker with two or more jobs, no insurance, supporting a family and reluctant to spend precious resources on themselves at the risk of losing housing or other basic resources. 51% of our patients are Latinex, many of whom are undocumented immigrants. Our patients often come to us with years of deferred healthcare needs from lack of access to affordable care.

CVIM seeks a seasoned grant writer to help develop a strategic plan for increasing grant and foundation support, to pursue grants (identified by grant support volunteers) which would both support current clinic operations and to grow services into the future.

Scope of Work

CVIM's grant portfolio currently includes grant funds from local government, corporate entities, private charitable foundations, and family foundations. The contracted work will include grant proposal proposals and applications for renewals of our existing grants, and also proposal development for new sources of funding.

CVIM is seeking a grant writer with a proven track record in writing successful proposals from diverse funding sources; and skills in demographic data collection and analysis. Previous experience working with health care entities and with communities of color is preferred. Previous experience working within the philanthropic landscape of the Portland metropolitan area is a plus.

The Grant Writer will work closely with the Fund Development & Communications Manager, who is charged with the visioning, creation and implementation of CVIM's s fundraising and development plan, with support from grant development volunteers, the Executive Director and Board of Directors .

The Consultant's responsibilities will include:

1. Understanding and actively engaging in the successful implementation of the organization's fundraising and development plan
2. Management of annual renewal grant processes and grants calendar
3. Ongoing Grant prospect research (grant writer will receive support from the Fund Development & Communications Manager and grant prospecting volunteers)
4. Consistent and clear communication with management about grant prospects, proposal and reporting requirements, and deadlines
5. Regular collection and analysis of demographic and other important program-related data to enhance and advance the organization's needs statement and proposals
6. Development and maintenance of grant templates and materials
7. Professional and confidential management of grant records, organizational documents and data.

Hours dedicated to the project can range between 25-80 hours per month, depending on the grant cycle. It is anticipated that this position will require more hours in the initial phase to support the development of grant pipeline strategies.

To learn more about CVIM services visit our website at: <https://clackamasvim.org/> .