



Request for Proposals

CUNY SPH: Grant Writer/Consultant

Date Issued: November 1, 2023

Date Due: November 15, 2023 by 12:00pm EDT

CUNY SPH FOUNDATION CONTACT

Brianna Lee, Development Operations Manager
fund@sph.cuny.edu



About CUNY SPH

Launched in 2016 as the 24th independent school within the City University of New York, the CUNY Graduate School of Public Health and Health Policy (“CUNY SPH”) is committed to excellence in teaching, research, and service. We work collaboratively to create a healthier New York City and healthier populations across the globe, living on a healthier planet. CUNY SPH is a leader in promoting equitable and evidence-based solutions to build healthy cities everywhere. Located in the vibrant Harlem neighborhood within the global metropolis of New York, and a vital part of the City University of New York, CUNY SPH is known for our innovative programs and our inclusive culture. As New York City’s public school of public health, CUNY SPH is committed to advancing health equity and social justice locally and globally; creating affordable, accessible, and supportive educational opportunities for all, including students from underrepresented communities, working adults, and first-generation scholars; and preparing public health professionals for the challenges of tomorrow.

About CUNY SPH Foundation

The CUNY SPH Foundation is an independent 501c3 nonprofit organization. Its mission is to advance the achievement of CUNY SPH’s mission, vision, and values as New York City’s public school of public health through fundraising, building strategic partnerships, and providing services as a champion for the school’s students as they embark on public health careers and its faculty as they work to educate the next generation of public health professionals. We serve three communities of the school - it’s students, the broader CUNY system of 25 institutions of higher learning serving 500,000+ current and continuous learners, and the public health of the city and state where we live and work. Please find attached CUNY SPH’s outlined strategy, as well as a description of our mission, values, and vision.

Grant Writing Support

As the Grant Writer/Consultant, you will be joining the CUNY SPH Foundation at an important moment in the school and Foundation’s history. The Foundation relies on philanthropic gifts and grants to achieve its mission, and through purpose-driven student support funds, and sponsored programs and activities, we promote public health ventures while also creating new opportunities for our students and growing alumni network. The support of the Grant Writer/Consultant is key to the Foundation securing strategic and targeted investments in public health education and programming for our students and initiatives in partnership with our trusted network of community-based organizations serving New York City with a priority emphasis on Harlem.

Since 2017, the Foundation has received nearly \$8 million in gifts, grants, and investments from philanthropists, institutional foundations, and corporations. In alignment with our mission, we have developed relationships with partners who recognize the importance of integrating CUNY SPH students and faculty into programs that will demonstrate the best possible outcomes for public health issues facing New York City communities, as well as communities across the region and globe. Additionally, we have received funding for programming that initiatives that create advancement opportunities that enable our students to be put on a path of upward mobility.



Since its inception, CUNY SPH has quickly established itself as a leading source of public health talent in the most globalized city in the nation, with a commitment to positively impacting and improving health outcomes for all through research, education, practice, and collaboration with neighboring community groups. In line with strategic objectives, we are seeking a Grant Writer/Consultant to ensure continued and intentional growth at CUNY SPH. The Grant Writer/Consultant will assist CUNY SPH in securing new funding for existing programs as we stick to maintain and enhance various aspects of our programming.

Grant Writer/Consultant Position Overview

The position calls for a committed individual with a record of accomplishment in the area of development and grant writing as demonstrated by a history of generating positive responses from funders to support specific programmatic activities including seed funding as well funding to support the maintenance and expansion of programs. This individual should be capable of simultaneously developing various programs and advising on avenues to pursue as we seek to deliver on key institutional fundraising goals. The Grant Writer/Consultant should have an experienced background in managing multiple projects, as well as a well as broad understanding of different areas of fundraising, especially in the New York City landscape.

The Grant Writer/Consultant should use their significant experience in developing and managing prospect lists and grant writing to advise on the prioritization of outreach. Responsibilities will include but are not limited to: conducting research, generating lists, drafting and submitting LOIs and proposals, and developing outreach strategies and next steps for the Foundation's fundraising team to build relationships with funders to avoid cold submission whenever possible. Based on their own experience, the Grant Writer/Consultant will also advise on additional funding sources that the Foundation should consider pursuing especially as it relates to RFP announcements and developments in the world of public health funding, as well as the nonprofit sector in general.

As the Grant Writer/Consultant, you will play a role in ensuring both the short- and long-term success of CUNY SPH by working directly with and under the guidance of the Foundation to produce high quality funding submissions that will be sent to foundations throughout the tri-state area and country.

The Grant Writer/Consultant will work collaboratively with and report directly to the CUNY SPH Foundation. The position calls for 20 hours per month until June 30, 2024. There is potential for an extension should funding become available. Furthermore, the Grant Writer/Consultant will have access to administrative and operational support.

***Note: Currently, CUNY SPH Foundation and this position is virtual.**



Essential Functions

The Grant Writer/Consultant's key deliverables in helping to achieve the Foundation's strategic goals are as follows:

- Manage grants calendar to guide proposal development and submission
- Draft proposals and letters of intent to be submitted to a diverse range of funding sources
- Customize and submit proposals to potential funders based upon grant calendar
- Request and incorporate funder feedback into grant materials as is possible and appropriate
- Prospect research, including initial funder screening, to identify and prioritize potential sources of funding for each program/based on organizational objectives and collect/analyze related/relevant data
- Recommendation for grants management process (reporting, cultivation, and stewardship) based upon best practice

The ideal candidate should have:

- Bachelor's degree
- Significant experience with fundraising and development in public health, higher education, student services, or related fields.
- Ability to work successfully in a virtual environment
- Excellent interpersonal skills, including strong verbal/ written communication and presentation skills.
- Exceptional attention to detail, organizational skills, and a track-record of project follow-through

Preferred qualifications:

- 15 years'+ experience fundraising in New York City

Vendor Requirements to Submit with Application

- Current or prior client list
- Resume (if an individual)
- Business website (if available)
- Eligible to be employed in the United States (EIN or SNN required)

Restrictions

Current CUNY employees or students will not be considered. If an individual, no benefits will be offered with this project.

How to Apply

Submit a cover letter including expertise, prior work and results, proposed plan, strategies, activities, and timeline for completing work. Include maximum contract bid needed to conduct the work (do not exceed



the maximum award allowed of \$13,000), a primary contact for the bid (name and email address), and available start date.

All applications must be submitted to Fund@sph.cuny.edu with “Grant Writer/Consultant” as the subject line.

Review and Selection Process

Completed eligible applications submitted by **November 15, 2023 12:00PM EDT** deadline will be evaluated and scored. All applicants will receive a notification of whether their proposal was selected. Only qualified candidates will be invited to participate in interviews. The CUNY SPH Foundation will not provide scores, disclose process, or specific review feedback to any applicants. Selected candidate should expect to begin by November 16, 2023.