

Short Term Consultant Opportunity

Grant Writing Coach Consultant Request for Proposals

LOCATION: Remote; California-based preferred

APPLICATION DEADLINE: Applications will be reviewed on an on-going basis until the position is filled

PROJECT TIMELINE: March 16, 2020 - April 27, 2020

PROPOSED BUDGET RANGE: \$5,000 - \$7,000

PRIMARY CONTACT: Grants Manager

PURPOSE:

Harm Reduction Coalition is launching a new grantmaking and technical assistance initiative, California Harm Reduction Initiative (CHRI), for select syringe service programs throughout the state of California. We are seeking a consultant with experience in grant writing, mentorship, and harm reduction to support applicants in the development of their proposals for this upcoming project. California Syringe Services Programs (SSPs) are very diverse, with huge differences in experience and capacity to apply for newly released funding. This position will act as a coach available to all programs to provide feedback, consultation and insights into the grant writing process but will NOT be writing proposals for agencies.

PRIMARY RESPONSIBILITIES:

- Provide time-limited one-on-one technical assistance for approximately 40 programs to support RFP concept creation and provide feedback on proposals throughout their development process
- Respond to inquiries from eligible organizations and set up coaching calls
- Provide responsive feedback to programs on proposal materials during the month long open application

DELIVERABLES:

- Develop a Frequently Asked Questions (FAQs) document, in collaboration with Harm Reduction Coalition team, to disseminate broadly to interested organizations
- Construct a detailed report for internal HRC staff on feedback provided to applicants, with an emphasis on repetitive guidance across multiple organizations

REQUIRED SKILLS:

- Extensive experiencing writing and securing grants, both government and foundation
- An interest in and commitment to improving the health and wellness of people who use drugs
- Familiarity with harm reduction principles and syringe service programs
- Candidate must be reliable, flexible, people-oriented, patient, and demonstrate initiative and responsibility
- Must possess strong interpersonal skills, excellent written and oral communication skills, and be a hands-on solutions-focused team player
- Must be detail-oriented, possess excellent organizational skills, with the ability to prioritize, multi-task, and meet aggressive deadlines
- Ability and willingness to be hands-on and creatively solve problems as they arise

- Comfort and proficiency in current technology products that include, G Suite, Microsoft Suite, Zoom webinar software, Salesforce, and project management systems like Asana

ORGANIZATION DESCRIPTION:

Harm Reduction Coalition is a national advocacy and capacity-building organization that works to promote the health and dignity of individuals and communities who are affected by drug use. With offices in New York and California and expanding to DC, we advance harm reduction policy and practice through five core programs:

1. harm reduction policy and advocacy;
2. national training and capacity building initiatives;
3. national and regional conferences;
4. publications and resources, and;
5. technical assistance on overdose prevention education, hepatitis C prevention and treatment, syringe access expansion, and the US opioid crisis.

Collectively, these core programs work toward our North Star Statement: **Harm Reduction Coalition creates spaces for dialogue and action that help heal the harms caused by racialized drug policies.** People who currently use or have a history of substance use, current or former sex workers, people of color, women, members of the LGBTQIA+ communities, and people living with HIV/AIDS and/or hepatitis C, or people who have experienced housing insecurity are strongly encouraged to apply. **As an equal opportunity employer, Harm Reduction Coalition views the experiences associated with these identities as assets in this role and within our organization.**

APPLICATION INSTRUCTIONS:

1) Using the link below, submit a brief project proposal, two brief writing samples relevant to harm reduction and/or grants, and current resume/CV. In your proposal, please indicate a proposed scope, budget, and timeline for the project that will meet the goal of completion by mid-May, as well as your interest in and qualifications for the project. Please submit documents as a Word or PDF file with your first and last name on each file.

2) Only applicants who are being considered will be contacted – please do not call or email.

[Click here](#) to apply for this opportunity.

Please note that this is a short turn around for applications so we will be reviewing proposals on an ongoing basis until the position is filled. Once the position is filled, we will notify anyone who submitted an application and remove the posting from our website.