

Coordinated Funding RFP Review Team Volunteers

Contact Person: Michael King, kingme@ewashtenaw.org, 734-222-3786

Location: Washtenaw County Office of Community & Economic Development (OCED), 110 N. Fourth Ave, Ann Arbor, MI 48104

Dates/Times: Mid-February through mid-April, 2014. Exact dates and times will be determined in January 2014. Please plan on committing a minimum of 25 hours to this effort over the course of the two months.



Purpose of Position:

The Washtenaw Coordinated Funders (United Way of Washtenaw County, City of Ann Arbor, Washtenaw County, Urban County, Ann Arbor Area Community Foundation & the RNR Foundation) begin a new grant cycle for Human Services Program Operations funding in 2014. As part of this Coordinated Funding process, nonprofit organizations that have successfully completed the Request for Information (RFI) process (which ensures fiscal health and good governance standards) will be invited to apply for Program Operations funding through a Request for Proposals (RFP) process.

Job Description:

Volunteers will review agency-submitted Request for Proposal applications to assess the alignment with best practices and funding priorities, identified community needs, funding leverage, appropriate staffing, unit cost, and other measures of successful human service program implementation. This will involve the following:

- Participating in a mandatory volunteer training in February.
- Reading and scoring approximately 15 applications in one specific priority area (Early Childhood, School-aged Youth, Aging, Safety Net Health and Nutrition, or Housing & Homelessness).
- Submitting scores based on a defined scoring rubric.
- Participation in approximately 2 to 3 facilitated team meetings to determine final scoring for all applications in the assigned priority area, most likely in April.
- Participation in 1 to 2 final meetings to determine funding investment recommendations based upon application rank and other stated priorities.
- Other meetings, as required.

Volunteer Requirements:

- Be able to dedicate at least 25 hours of service including required training, reviewing and scoring RFP applications, and ranking and funding recommendations between mid-February and mid-April 2014.
- Have basic knowledge of service delivery in one or more of the following priority areas: Aging, Early Childhood, Housing & Homelessness, Safety Net Health and Nutrition, School Aged Youth.
- Ability to read large amounts of content while maintaining a keen attention to detail, searching for specific information and analyzing the content, based on scoring criteria.
- Be highly reliable, professional and able to follow through on projects.
- Ability to maintain confidentiality.
- Disclosure of involvement with nonprofit organizations (as a volunteer, board member, donor, staff member, or relative of a staff or board member) and completion of Conflict of Interest form and a non-disclosure agreement. Volunteers will not be assigned to review those applications where there is an actual or perceived conflict of interest.

Please contact Mike King at kingme@ewashtenaw.org if you have any questions.