



Request for Qualifications (RFQ): Grants Consultant

Organization Overview

Rainey Institute is a non-profit community arts center dedicated to positive change for Greater Cleveland's youth and families through education and engagement in the visual and performing arts. Founded in 1904, Rainey Institute provides safe, enriching out-of-school time programs in dance, drama, music, visual, and culinary arts at its Hough and Clark-Fulton locations.

Position Summary

Rainey Institute is seeking a highly skilled and results-driven **Grants Consultant**. This hourly, independent contractor position focuses on securing corporate, foundation, and government funding to expand and sustain youth arts programming. The consultant will work closely with Rainey's Development Team to support the grant cycle, including funder research, strategic narrative development, and proposal and report submission. The consultant must have a metrics-oriented approach with proven methods to set, measure, and achieve performance goals as defined by Rainey Institute.

Key Responsibilities

1. Prospect Research & Pipeline Management

- Proactively identify and vet new foundations, corporations, and government grant opportunities that align with Rainey Institute's strategic goals.
- Support the tracking of a grants calendar to ensure clear deadlines, award statuses are updated, and compliance timelines are met.
- Strengthen Rainey Institute's grant-seeking approach by collaborating with the Development Team to establish grant goals, set priorities, contribute to realization of grant goals, and monitor progress.

2. Proposal Writing & Assembly

- Write clear, compelling, and persuasive Letters of Intent (LOIs), grant proposals, and renewal requests that capture the impact of Rainey's programs.
- Adapt existing boilerplates and narratives to match diverse funder guidelines and priorities.
- Coordinate directly with internal teams to gather accurate demographic data, outputs, outcomes, financials, and program success stories.

3. Submission & Compliance

- Package and execute final submissions through electronic portals and foundation systems by required deadlines.
- Ensure all required supporting materials (such as budgets, IRS determination letters, board lists, and audited financials) are accurate, up-to-date, and included with submissions.
- Provide guidance on post-award reporting metrics and funder stewardship to help internal staff maintain grant compliance and relationships.

Qualifications

- **Experience:** Minimum of 5 years of proven grant writing and prospect research experience in the nonprofit sector. Solid understanding of nonprofit fundraising principles, financials, budgeting, and IRS requirements. Experience with youth development or arts education funding is a plus.
- **Track Record:** Demonstrated success in winning five- and six-figure grants from local (Cleveland-area), state-wide (Ohio), and regional/national funders.
- **Skills:** Superior technical writing, editing, grammatical, and storytelling skills and the ability to synthesize programmatic, financial, and research data into clear and compelling narratives. Highly organized with strict adherence to competing deadlines. Ability to function independently and work with minimal supervision.
- **Technical Proficiency:** Experience with grant database tools (e.g., Foundation Directory Online), donor management software (e.g., DonorPerfect), grants management programs (e.g., Fluxx/GrantSeeker), and Google Suite (e.g., Drive, Docs, Sheets).

Compensation & Details

- **Employment Type:** Independent Contractor (1099). Does not include benefits. Independent Contractors are responsible for filing their own Social Security, Federal, and State taxes. This contractor will be managed by the Development Manager.
- **Compensation:** \$80.00 – \$100.00 per hour, commensurate with experience and past funding performance.
- **Hours:** Variable, approximately 20 to 25 hours per month depending on the seasonal grant calendar. Must be available on select weekdays, from 9:00 AM – 5:00 PM as agreed upon by Rainey Institute and the Grants Consultant. Contract is intended to last 10 months: August 15, 2026 – December 1, 2026 & February 1, 2027 – August 14, 2027, with potential for renewal.
- **Location:** Remote, with occasional site visits to Rainey's Cleveland facilities. The contractor must have computer and internet access.

RFQ Content & Submission Requirements

To be considered, please submit the following materials:

1. Cover Letter: A brief introduction to your qualifications and how they align with the scope of work in this RFQ. Please also include your compensation expectations.

2. CV/Resume: Detail your relevant education and experience.

3. Professional References: Please provide the names, titles, contact info, and your relationship for three (3) professional references familiar with your work.

4. Work Samples: Please provide 2–3 relevant writing samples of grants you have secured within the past twelve months, including the funder type and approximate award amount.

5. Submit in one PDF via email to: Rainey Institute Development Team, at developmentoffice@raineyinstitute.org by **July 26, 2026**, for consideration. Subject: "*Grant Consultant Submission - [Your Name]*". The entire submission, including writing samples, should be no more than twenty five (25) pages.

Responses to this RFQ, including cost for services, will be considered firm for ninety (90) days after the due date.

Interviews with select consultants will begin the week of July 27, with an anticipated start date of August 15, 2026. We will respond to each submission individually. No phone calls please.

Contract execution is contingent upon successful completion of a background check.