



REQUEST FOR PROFESSIONAL GRANT REVIEW SERVICES

Due Tuesday, November 10, 2026

The [Partnership for Better Health](#) is seeking proposals from interested freelancers and consultants to analyze, summarize and record a limited number of small grant applications (Spark Grants) for the Partnership. We seek a seasoned consultant who will provide objective, thoughtful, and well-written grant analyses and funding recommendations that align with the Partnership's mission, values, and grantmaking priorities.

Schedule and Estimated Hours

While hours are generally flexible, the Partnership's grants cycle is concentrated to the months of August, December and March. Work is highly seasonal, with most hours concentrated during the August, December, and March grant cycles. Total effort is expected to range from approximately 54-72 hours during each cycle period.

Scope of Work

- Review assigned grant applications and supporting materials.
- Conduct organizational, programmatic, and financial reviews.
- Prepare concise written analyses and funding recommendations within five weeks from grant submission deadline (excluding holidays).
- Evaluate applications against established review criteria and funding priorities.
- Document funding recommendations in the Partnership's online grants management system.
- Participate in onboarding and periodic grant review coordination meetings.
- Expected workload:
 - o Approximately 3-4 hours per application
 - o Average of 18 applications per cycle
 - o Approximately 54-72 hours during each grant cycle
 - o Most work may be completed remotely.

Contract Term and Compensation

Contract Period: December 1, 2026 – November 30, 2027

Compensation is commensurate with experience and will not exceed:

- \$35-\$45 per hour
- Maximum annual contract value: \$10,000
- Invoices will be paid within 15 days of receipt.

Essential Education and Experience

- Bachelor's degree in Public Health, Health Administration, Social Work, Nonprofit Management, Public Administration, Human Services, Community Development, or related field.
- Minimum of five years of professional experience in one or more of the following areas:
 - Grantmaking or foundation operations
 - Grants management and administration
 - Grant proposal review and evaluation
 - Nonprofit governance and operations
 - Financial statement and budget analysis
 - Program evaluation, outcomes measurement, and impact assessment
 - Public health or human services program administration

Knowledge and Expertise

- Knowledge of grantmaking practices and the ability to assess an organization's programmatic effectiveness, operational capacity, and financial health.
- Significant knowledge of best practices in the fields of health and human services.
- Exceptional attention to detail and commitment to accuracy.
- Strong written communication skills, with the ability to communicate complex information concisely and clearly.
- Excellent organizational and analytical skills.
- Ability to apply review criteria consistently and objectively across applications.
- High levels of diplomacy, sound judgment, discretion, and professionalism when communicating with individuals and groups of all backgrounds. Excellent interpersonal skills and the ability to represent the foundation positively with applicants, grantees, and volunteers.
- Commitment to maintaining the integrity, consistency, and confidentiality of the grant review process.
- Ability to work independently, manage competing priorities, and plan work effectively to meet deadlines. Demonstrated initiative, problem-solving skills, and follow-through.
- Enthusiasm for and genuine interest in the mission and work of the foundation.
- Proficiency in Microsoft Office, effective internet research skills, and the ability to learn new software tools and systems.
- Comfort with technology and demonstrated experience using online data management systems, preferably grants management platforms.
- *Strongly preferred but not required: experience using the Foundant grants management platform.*

Proposal Requirements

Applicants must submit:

1. **Cover Letter** describing qualifications, relevant experience, proposed approach to the work, and requested hourly rate.
2. **Resume**
3. **Three Professional References** including name, organization, relationship, email address, and phone number.

Applications without a cover letter will not be considered.

Submission and Questions

Submit proposals by **November 10, 2026**, via email to: Carol Thornton, carol@forbetterhealthpa.org. Questions regarding this opportunity may also be directed to Carol Thornton.

Applicants will receive confirmation of receipt within two business days. If confirmation is not received, please contact the Partnership at 717-960-9009 ext. 7.

Selection Process

Step 1: **Qualification Review**

Applications will be evaluated in comparison to the listed **Essential Education and Experience** as well as **Knowledge and Expertise**.

Step 2: **Finalist Interviews**

Selected finalists will participate in a Zoom or in-person interview and discuss their proposed approach to the work. We anticipate 2-3 finalists will be invited to interview.

Step 3: **Reference Checks**

Professional references will be contacted for the final candidate.

About the Partnership for Better Health

The [Partnership for Better Health](#) is a nonprofit community foundation that works collaboratively with key stakeholders throughout Perry County, parts of Adams and Cumberland Counties, and the Shippensburg Area to positively influence the lives of our neighbors. In concert with local and regional organizations, we seek to promote responsible health practices and enhance access to affordable, quality health care for all. Through community investment, engagement and good stewardship, we foster sustainable solutions to some of today's toughest health challenges.