



RFQ 2122-01

Resource Development and Community Engagement Consultation and Support Services

The Early Learning Coalition of Orange County (ELCOC) seeks the assistance of a qualified consultant to assist with the functions listed below. ELCOC is seeking to rebuild its Community Engagement unit which currently has 4 openings. We assume the consultancy will occur between January 1, 2022, and July 30, 2022.

For more information on ELCOC go to www.elcoforangecounty.org/about/employment

The specific assistance desired is:

1. Build a cohesive and successful community engagement team with clearly defined goals and objectives. Such assistance will include support for a review of job descriptions, recruitment strategies, and interviewing and training process
2. Create a comprehensive community engagement and resource development plan to support strategic goals and objectives
3. Train and coach community engagement team, senior staff, and board members on best practices in resource development and community engagement
4. Update the case for support/messaging materials to enhance branding and resource development engagement strategies
5. Assess effectiveness of events and create strategies and tactics to yield the highest return on investment while building community and donor engagement and raising essential dollars
6. Any additional information you feel would be helpful in evaluating your application.

Qualified applicants should submit credentials, a brief description of your approach to the above, and proposed bid not later than **5:00pm on December 17, 2021**. Submissions should be sent to:

You **must** send all inquiries and/or quotes/proposals in writing to:

Karen Willis
Chief Executive Officer
Karen@elcoc.org

Jamie Lopez
Procurement and Grants Manager
jlopez@elcoc.org

For more detailed information and additional resources please visit:
<https://elcoforangecounty.org/about/procurement/>

NO PHONE CALLS PLEASE.