

Request for Proposals (RFP)

Administrative Support Services Contractor
Grant Professionals Certification Institute (GPCI)
grantcredential.org

Introduction

The Grant Professionals Certification Institute (GPCI) is a nonprofit organization dedicated to strengthening the grant profession through the Grant Professional Certified (GPC) credential. GPCI is seeking proposals from qualified individuals or companies to provide part-time administrative support on a contract basis.

The selected contractor will provide high-quality administrative and organizational services to support GPCI's credentialing operations and communications.

Scope of Work

The administrative contractor will be responsible for, but not limited to, the following tasks:

Email & Communications Management

- Monitor and manage GPCI's organizational email inboxes daily.
- Respond to routine inquiries in a timely and professional manner.
- Route candidate, stakeholder, and partner questions to appropriate contacts.
- Maintain an organized filing and tagging system for incoming and outgoing correspondence.
- Draft, format, and distribute outgoing communications (announcements, updates, reminders) as directed.

Administrative Operations

- Organizing and managing files/documents to ensure certification processes are followed.
- Maintain accurate organizational records, including contracts, policies, and procedures. Assist with document preparation, formatting, and editing.
- Coordinate with contractors to ensure smooth operations.

Deliverables

- Timely and professional management of email inboxes and inquiries.
- Accurate and up-to-date organizational records.
- Responsive and effective communication with stakeholders.
- Weekly progress reports submitted to the President.

Desired Qualifications

- Experience providing administrative support in a nonprofit, association, or certification organization setting.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills, with an emphasis on customer service.
- Proficiency with Microsoft Office, Zoom, and cloud-based collaboration tools (Google Workspace, Dropbox, etc.).
- Familiarity with credentialing processes (preferred but not required).

Contract Details

- **Type of Contract:** Independent contractor (1099).
- **Hours:** Approximately 10–15 hours per week, with flexibility based on workload.
- **Compensation:** Proposals should include hourly rate or monthly retainer.
- **Contract Period:** Initial one-year agreement with potential for renewal.

Proposal Instructions

Interested applicants should submit a proposal including:

1. A cover letter describing relevant experience and qualifications.
2. Resume or organizational profile.
3. Proposed hourly rate.
4. Two references from similar administrative or nonprofit contract work.

Submission Deadline

- **Deadline:** Please submit materials by October 9, 2025 for priority consideration.
- **Submit proposals via email to:** president@grantcredential.org