

ISSUED BY

Black Cultural Zone CDC

Carolyn Johnson, CEO

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www.blackculturalzone.org

REQUEST FOR PROPOSAL

Issued: Spring 2026
Deadline: Rolling Review

RE: Proposal Architect & Technical Writer Subject Matter Expert (SME)

1. PROJECT OVERVIEW

The **Centers of Excellence Network Foundation** is seeking an elite **Proposal Architect & Technical Writer (SME)** to serve as the narrative engine for our **Strategic Collaboration Ecosystem**. This role supports the **Black Cultural Zone CDC** (our operational Strategic Management Services hub) and its network of programmatic corporations in scaling a **\$2.0B+** community-led ecosystem.

The Foundation serves as the System Architect, providing strategic oversight and fiduciary control, while the **Black Cultural Zone CDC** serves as the operational backbone. This role is responsible for translating the **"Head"** (technical data and financial models) and the **"Soul"** (community trust and cultural legacy) into a unified, institutional-grade narrative.

2. THE STRATEGY: "SIRE"

We are moving from reactive grant-writing to **Strategic Institutionalization and Resource Expansion (SIRE)**. We require an SME who can synthesize complex community development concepts into high-fidelity "Strategic Funding Documents" that secure permanent community sovereignty.

3. SCOPE OF WORK

AREA OF FOCUS	DESCRIPTION
TECHNICAL SYNTHESIS	Translate complex development concepts, real estate pro-formas, and impact data into personalized narrative proposals.
TEMPLATE EVOLUTION	Update and "remix" signature initiative templates to meet the specific technical requirements and "hot buttons" of diverse funders.
THE "ONE VOICE"	Edit all external-facing documents to ensure a consistent "Network Voice" reflecting the Foundation's strategy and CDC's excellence.
DATA INTEGRATION	Collaborate with the internal Data Team to ensure all claims are backed by verified proof points from our 6-year history.
COLLABORATION	Work with the Packaging & Design Specialist to ensure narrative and visual elements are perfectly synchronized.

\$2.0B+ CAPITAL CAMPAIGN

- **The Vision:** Mobilizing two billion dollars in capital to anchor Black arts, culture, and economics through a high-fidelity governance model.
- **The Blueprint:** A strategic geographic intervention (the 60x60 Block Plan) designed to ensure permanent, non-displaceable community power.
- **The Governance:** The Foundation (System Architect) provides fiduciary oversight for specialized subsidiaries in Real Estate, Land Stewardship, and Culture.

THE 6-YEAR DATA BANK

- **Proven Impact:** Immediate access to 72 months of successful grant metrics, project pro-formas, and community engagement data.
- **The Engine:** A fully integrated tech stack (**Virtuous, ClickUp, Momentum**) containing thousands of clean donor and volunteer records.
- **The Vault:** Signature initiative templates and "Case for Support" assets ready for rapid remixing and deployment.

4. THE SUPPORT INFRASTRUCTURE

The selected SME will act as the "Production Lead" for all narrative assets:

- **Tech Stack:** Proficiency required in **Google Workspace**, **ClickUp**, and **Smartsheets**.
- **Strategic Inputs:** You will receive "Strategic Intelligence Briefs" from Relationship SMEs (Hunters) and "Blueprints" from the CEO.
- **Data Lake:** Full access to **6 years** of historical grant success data, impact metrics, and our library of signature initiative templates.

5. COMPENSATION: REPLENISHABLE RETAINER

We utilize a **Deliverable-Based Draw-Down Retainer** model to ensure consistent partnership and accountability.

- **Monthly Retainer Balance:** \$3,000+.
- **Mechanism:** Fees are "drawn down" only upon successful completion of specific deliverables (e.g., cost per Master Template or Technical Narrative completed).
- **Replenishment:** The Foundation replenishes the account to the agreed base level monthly upon invoice approval.

6. SUBMISSION REQUIREMENTS

Proposals must be **no more than five (5) pages** in PDF format and include:

1. **Writing Portfolio:** Overview of experience in technical writing for community development, government grants, or capital campaigns.
2. **Synthesis Case Study:** One example of translating complex data or raw notes into a winning high-value proposal.
3. **Technical Workflow:** Describe how you integrate Generative AI into your process to increase speed without sacrificing fidelity.
4. **Mock Fee Proposal:** List of service items and "draw-down" rates fitting the monthly range.
5. **The Strategic Qualifier:** (300 words max) Describe how you will take our 6-year Data Bank and a CEO "Blueprint" to secure a "Private Invitation" from a selective funder.

Submit to: grants@blackculturalzone.org



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"Deep Roots. Bright Future."

60×60 Block Plan · Liberation Park · East Oakland
RFP Document · Spring 2026