

## ISSUED BY

Black Cultural Zone CDC

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## REQUEST FOR PROPOSAL

Issued: Spring 2026  
Deadline: Rolling Review

# RE: Foundation & Corporate Philanthropy Subject Matter Expert (SME)

## 1. PROJECT OVERVIEW

The **Centers of Excellence Network Foundation** is seeking an elite **Foundation & Corporate Philanthropy Subject Matter Expert (SME)** to join our **Strategic Collaboration Ecosystem**. This role supports the **Black Cultural Zone CDC** (our operational Strategic Management Services hub) and our broader 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, providing standardized shared services to subsidiaries focused on Real Estate, Culture, Land Stewardship, and Economic Empowerment.

## 2. THE STRATEGY: "SIRE"

We are moving from reactive grant-seeking to **Strategic Institutionalization and Resource Expansion (SIRE)**. We require an SME who can navigate the "Quiet Rooms" of private philanthropy and secure permanent community sovereignty through institutional and corporate partnerships.

## 3. SCOPE OF WORK

AREA OF FOCUS	DESCRIPTION
RELATIONSHIPS	Identify and secure 1-on-1 discovery meetings with Foundation Program Officers, Trustees, or Corporate CSR Directors.
INVITATIONAL	Leverage your network and the CEO's "Concept Paper" to secure <b>Private Invitations to Apply</b> not available to the general public.
"INVISIBLE" FUNDING	Target family foundations and corporate giving programs that do not accept unsolicited proposals.
COMMUNITY NAV.	Influence discretionary spending by targeting Philanthropic Advisors for <b>Donor-Advised Fund (DAF)</b> recommendations.
CUSTOM STRATEGY	Align our Theory of Change with specific foundation mission pillars through personalized narrative strategies.

## \$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 be integrated into a high-performance professional workflow:

- **Tech Stack:** Proficiency required in **Virtuous CRM**, **ClickUp**, **Smartsheets**, **iWave**, and **Momentum**.
- **Production Engine:** Support from a dedicated **Proposal Architect** (Technical Writer) and **Packaging Specialist** (Graphic Designer).
- **Data Lake:** Full access to **6 years** of successful metrics, impact data, and 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 Discovery Meeting or Strategic Intelligence Brief).
- **Replenishment:** The Foundation replenishes the account to the agreed base level

## 6. SUBMISSION REQUIREMENTS

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

1. **Network Summary:** Overview of active relationships within private, family, and corporate foundations.
2. **Invitational Case Study:** One example of how you secured a "By Invitation Only" funding opportunity.
3. **Technical Workflow:** Description of how you integrate **Generative AI** and CRM tools (Virtuous/Momentum) into prospecting.
4. **Mock Fee Proposal:** List of service items and "draw-down" rates fitting the monthly range.
5. **The Strategic Qualifier:** (300 words max) Describe your process for identifying a "Private Invitation" using our **6-year Data Bank** before a public RFP is released.

**Submit to:** [grants@blackculturalzone.org](mailto:grants@blackculturalzone.org)



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**"Deep Roots. Bright Future."**

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