Call for Proposals: Oak Foundation Learning Differences Programme seeks a short-term, part-time consultant to support grant-making operations

Deadline for application: 6 November

Location: Remote/virtual
Reporting to: Learning Differences Programme Director
Job status: Short-term, part-time consultant

Oak Foundation (oakfnd.org) supports civil society as a pillar of democracy and justice and nurtures innovation and visionary leadership within it. We value diversity both within Oak and among our partners; we seek to be inclusive, flexible and engage with different points of view. We pursue rights-based approaches, gender equality and partnership with organisations we fund. We believe that the best grant-making reflects both careful due diligence and the willingness to take risks. We make grants to organisations in approximately 40 countries worldwide across the Americas, Europe, Africa and Asia. Oak has approximately 85 staff with most of them located in Geneva, London and Chapel Hill (NC).

The Oak Foundation’s Learning Differences Programme believes that together we can build a world in which schools unlock the creativity and power of every young person and equip each one to shape more just and equitable communities. We believe that every student should benefit from engaging and rigorous educational opportunities regardless of personal and social identifiers that privilege some students and marginalise others. In our work, we are particularly focused on efforts that support students with learning differences who experience additional marginalisation due to racism and poverty. Our grantee partners rethink ways learning happens for students and better prepare adults to engage and support all students, particularly those with learning differences. We support research, the translation of research to educator practice and systems change efforts that promote more equitable learning outcomes for students with learning differences. Please visit the Oak Foundation website (http://oakfnd.org/learning-differences.html) for a description of the programme’s strategy and current portfolio of grantees.

Scope of Work

We would like to commission a consultant to work alongside the Learning Differences Programme to help support grant-making and communications activities for a finite period to fill in for a staff member on leave.
## Proposed Project Activities and Deliverables

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<thead>
<tr>
<th>Task</th>
<th>Activities</th>
<th>Deliverables</th>
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<tbody>
<tr>
<td>On-boarding</td>
<td>Meet with Learning Differences Programme team to review goals, expectations and programme strategy</td>
<td>• Understanding of LDP processes and systems</td>
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| Grants Management | Support processing of grantee reports                                        | • Complete progress report and end of grant reviews (including financial reviews) for a targeted set of grants. This includes:  
  o Reviewing grantee submissions  
  o Summarizing progress, accomplishments, impact as reported by grantees  
  o Assessing submitted financial documents for completeness and providing comments on budget reporting form |
|               | Optional additional activity: Support implementation of new child safeguarding assessment and review process for all new and renewal grants submitted in February 2021 | • Join monthly foundation wide child safeguarding working group meetings and share regular updates with the team  
  • Lead review process, tasks include:  
  o Reviewing grantee self-assessment  
  o Making recommendation on if they need more information or if the grantee needs external support or resources.  
  o Sharing recommendation with Programme Officers |
|               |                                                                             |                                |
| Team Support  | Support communications activities                                             | • Contribute grantee updates to newsletters, monthly reports                  |
|               |                                                                             |                                |
| Other         |                                                                             | • Complete writing, research and/or other projects to support the team, as needed |

### Who we are looking for

- Prior experience with and/or knowledge of philanthropy desired  
  Familiar with issues related to Oak’s commitment to helping students with **learning differences** realise their full potential (preferred)
- Excellent writing skills and ability to synthesize complex information
- Excellent critical thinking and analytical skills
- Excellent project management and organisational skills; self-driven to meet deadlines and pursue multiple projects simultaneously
- Approaches challenges with flexibility, resourcefulness and a positive outlook
How you will work

The consultant will be expected to liaise regularly with Heather Graham, LDP Programme Director and Julie Hill, LDP Programme Associate to discuss projects, timelines and report on progress. Meetings will be held via Zoom.

Consultant will be expected to prepare hourly statements and invoice for payment each month.

How to Apply: Please submit your CV with a short brief (2 pages max) setting out how you would go about delivering on this scope, including your relevant experience, hourly rate and two references to bethiel.girmaholton@oakfnd.org by 6 November, 2020.

Timelines:
- **Deadline for application**: 6 November 2020
- **Interviews (by Zoom)**: 9 November - 13 November
- **On-boarding**: 7 December - 11 December (8 hours maximum)
- **Project Timeline**: Up to 5 months beginning in January

If you would like an informal chat before submitting your CV, please contact Bethiel Girma Holton at bethiel.girmaholton@oakfnd.org

Oak Foundation is an Equal Opportunity Employer for all qualified job applicants without regard to race, color, religion, national origin, ancestry, sex, age, marital/partnership status, disability, sexual orientation, gender identity and any other attributes protected by law.