



June 4, 2010

Champions For Our Children

Dear Prospective Applicant:

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Evelyn V. Martinez

750 N. Alameda Street
Suite 300
Los Angeles, CA 90012
phone: 213.482.5902
fax: 213.482.5903
www.first5la.org

A public entity.

First 5 LA is issuing this Request for Qualifications (RFQ) to individuals and groups interested in working with our staff as a **Fund Development Contractor** under our **School Readiness Initiative**. Launched in 2001, the School Readiness Initiative (SRI) is a joint funding partnership between First 5 California and the 58 County Commissions. SRI engages families, community members, and educators in the important work of preparing children, birth to age five, for kindergarten. First 5 LA currently funds 41 School Readiness (SR) Programs throughout Los Angeles County that are each comprised of a lead agency and multiple collaborative partners.

Applicants must have experience in fund development and grant writing, as well as experience working with non-profit organizations and/or schools. Those wishing to apply must submit completed applications to First 5 LA no later than 5 p.m., Wednesday, June 30, 2010. Following a review of all submitted materials, qualified applicants will be invited for an in-person or phone interview during the week of July 12th.

Please submit qualifications using First 5 LA's online application, as well as one (1) complete application packet with original signatures via U.S. Mail to:

Evelyn V. Martinez, Executive Director
First 5 LA
750 N. Alameda Street, Suite 300
Los Angeles, CA 90012

Attention: School Readiness Initiative – Fund Development Contractor

NO FAXED OR E-MAIL SUBMISSIONS WILL BE ACCEPTED.

For additional information or further questions, please contact Marsha Ellis, Program Officer, at 213.482.7547, or mellis@first5la.org.

Thank you for your dedication to children and families and for supporting the vision and mission of First 5 LA.

Sincerely,

Evelyn V. Martinez
Executive Director

EVM:me:kw