



REQUEST FOR QUALIFICATIONS

Community Innovation Consultant

Purpose

The Bush Foundation is seeking several consultants to conduct finalist due diligence for our [Community Innovation program](#).

Background

We are looking for people with strong writing and analytical skills to conduct research and present analysis on applicants for the Community Innovation grant program. We'll look to these consultants to determine applicant alignment with the Community Innovation criteria, summarize their thoughts and analysis in writing, and present their summary and findings to a team of Bush staff.

About us

The Bush Foundation works to inspire and support creative problem solving—within and across sectors—to make our region better for everyone. To do this, we invest in great ideas and the people who power them in Minnesota, North Dakota, South Dakota and the 23 Native nations that share the same geography. Learn more at bushfoundation.org.

Scope of work

We are looking for consultants on an “as needed” basis for 2026 to conduct due diligence for potential grants. Due diligence means researching a proposal and determining if it meets [the criteria](#) of the Community Innovation grant program. Due diligence includes research on the field or industry of proposed work, interviewing references and community members, and summarizing what you have learned in a written document.

Work may begin in October or November 2025 and run through August or September 2026. Work is project-based, and each project will likely take between 60 – 80 hours of time, in addition to training time required to bring you up to speed on the program. There may be opportunities for several projects. Project work will include conducting research on proposals and issues and applying program criteria to present findings to staff. Work may include the following:

- Applying program criteria using independent judgment and collaborating with Bush team members to test assumptions and refine analyses.
- Conducting extensive due diligence, preparing detailed analysis and sharing your perspective on the proposal.
 - This includes conducting reference calls and doing independent research on key issues you may not be familiar with.
- Producing strong written analysis that shows how the finalist aligns or doesn't align with the Community Innovation program criteria.
- Embracing and demonstrating Bush's operating values consistently in all work and interactions with community members.
- The hourly rate for this work will be between \$125 - \$175/hour, based on experience.

Selection considerations

We are seeking consultants who live in our grantmaking region—Minnesota, North Dakota, South Dakota and the 23 Native Nations that share the same geography.

Our decisions will be based on the following:

- We would strongly prefer candidates with experience working in grantmaking or at a grantmaking foundation, specifically with experience interviewing community members and industry experts, gathering information, and analyzing and communicating complex information in a clear and concise manner.
- Experience reviewing grant applications and proposals is strongly preferred, with the demonstrated ability to apply research-informed, analytical thinking to a criteria-based grant selection process.
- Demonstrated cultural competency and the ability to interact respectfully with people from all backgrounds.
- Effective written and verbal communication skills, adaptable to varying audiences and purposes. Ability to distill large amounts of information into salient, compelling narratives that illustrate the potential impact of an investment.
- Ability to manage multiple projects and tasks that require self-direction, attention to detail, effective time-management and problem-solving skills. These projects will require you to incorporate feedback from others and meet set deadlines. The deadlines will be clear well in advance.
- Strong due diligence and assessment skills, including:
 - Understanding social change and conditions required to enable change to occur.
 - Identifying credible sources of information and expertise, gathering information and independently conducting in-depth research. This includes interviewing people and incorporating their input.
 - Synthesizing complex ideas and contextualizing them within larger frameworks.
 - Applying critical thinking, discernment, balanced judgment and equity considerations to the analysis of grant proposals.
- Alignment with Bush [operating values](#).

Submission requirements

Please include the following in your submission.

- Resume
- As a supplement to your resume, share how your experience aligns with the selection criteria outlined above, your fee structure and three references. *This should not exceed three pages, not including references.*
- Writing sample. This role requires you to be able to convey critical thinking and analysis in clear and simple language. If you have done similar work in the past, please send an example. If you haven't, please submit something that shows your ability to convey complex ideas in simple language.

How to submit

Please email your materials to Amy Anderson at aanderson@bushfoundation.org. Include “CI Consultant RFQ” in the email subject. **Submissions are due Thursday, August 28, 2025, at noon Central.**

If you have any questions, please email Kallie O’Hara at kohara@bushfoundation.org.

Selection process and timing

- In early September, Bush staff will review all submissions and select finalists. All applicants will be notified in September if they’re moving forward for further review.
- In late September Bush staff will schedule calls with finalists to learn more about their experience and may call references as well.
- In October, all finalists will be notified whether they’ve been selected to work as a consultant.
- We expect work may begin in October or November.