

# Louisville Affordable Housing Trust Fund Request for Consultants

May 27, 2014

The LAHTF is immediately looking for 3 independent contractors to further the organization's mission and expand our capacity.

## Communications consultant

The LAHTF is looking for a consultant skilled in social media, PR, media relations, and nonprofit communications. This person will work as an independent contractor to develop and carry out the LAHTF communications plan, including outreach to media members, drafting of press releases, assisting with letters to the editor and editorials, and updating and interaction on Twitter, Facebook, and other social media sites as needed. The consultant should have familiarity with affordable housing-related policies and issues. If interested, please send your proposal (letter explaining your qualifications, resume, and supporting materials such as a sample of your work) to

[info@louisvilleahtf.org](mailto:info@louisvilleahtf.org).

## Community mobilizing consultant

The LAHTF is looking for a consultant skilled in grassroots community mobilizing and advocacy to build public support for the LAHTF. This person will work as an independent contractor to carry out strategies to develop and strengthen partnerships, engage constituents in educating their legislators, secure additional organizational endorsements, and activate the base of LAHTF supporters. The consultant should demonstrate successful experience on campaigns, community mobilizing, or community organizing, preferably on issues of housing, homelessness, and/or economic justice. A consultant might expect to spend an average of 20 hours/week on this contract. Because of the nature of this work, the community organizing consultant must be based in Louisville. If interested, please send your proposal (letter explaining your qualifications, resume, and supporting materials as needed) to

[info@louisvilleahtf.org](mailto:info@louisvilleahtf.org).

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## HOME Fund consultant

The LAHTF is looking for a consultant skilled in the administration and management of HUD HOME Fund dollars, particularly as a sub recipient. The consultant should have prior experience with HOME funds, be up-to-date on revised federal compliance requirements, strong written communication skills, and project management experience. Key tasks will include development of the LAHTF HOME Fund policies and procedures manual, revising legal agreements to ensure HOME Fund compliance, establishing internal procedures for administration of HOME Fund dollars which will be awarded to affordable housing developers, overseeing compliance of funded entities, and working closely with Louisville Metro Government. The consultant shall be funded in whole or in part by Louisville / Jefferson County Metro Government through its HOME Investment Partnerships Program. Minority/Women/Disadvantage Business Enterprises and Section 3 Business are encouraged to apply. If interested, please send a proposal, which must include a resume, a letter explaining your qualifications, and scope of work including bid outlining project expenses and costs, to [info@louisvilleahtf.org](mailto:info@louisvilleahtf.org). Proposals will be accepted until June 6 2014 at 5 pm.