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OF GREATER
KANSAS CITY**

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A member of the
Women's Funding
Network

November 16, 1998

Jackie Loya-Torres

Dear Jackie:

Here is my best effort at nailing down the details of the position I am offering you with the Rachel Alexandra Girls Grant Fund.

Title: Girls Grant Project Coordinator

Job Description: You will be the key person responsible for making this program a reality including:

- research on similar efforts already in place locally and nationally to inform our thinking during these early days
- facilitating the creation of an Advisory Committee of individuals recruited because of their special expertise in working with girls and/or in grant-making
- developing a recruiting process for selecting members of the Girls Grant team (initially and on an ongoing basis)
- working with the team to develop grant-making guidelines, a Request for Proposals and a method of disseminating the RFP
- securing funding as needed for the pool of money available to the girls to grant
- supporting the team members as they develop and implement a selection process
- supporting the team members in all phases of making the grant announcements

Start Date: Monday, January 4, 1999

Time Commitment: 20 hours per week working from home, at the Foundation office and attending necessary meetings

Salary: [REDACTED] You will receive two paychecks a month, one on the working day closest to the 15th and the other on the working day closest to the end of the month.

Jackie Loya-Torres
November 16, 1998
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Jackie, I am thrilled about this opportunity to create a project with so much potential to benefit girls -- those on the team and those who do the work necessary to get grants. Please be assured that you will have my total support in getting all the items listed in the job description done.

Please also know that I understand the importance of flexibility to you and your family and will work with you in any way I can to ensure that what needs to be accomplished is accomplished -- in a way that is comfortable for you.

Sincerely,

A handwritten signature in cursive script that reads "Susan".

Susan Asjes
Executive Director